



LGMSD 2022/23

Sheema Municipal Council

(Vote Code: 796)

Assessment	Scores
Crosscutting Minimum Conditions	61%
Education Minimum Conditions	100%
Health Minimum Conditions	50%
Water & Environment Minimum Conditions	0%
Micro-scale Irrigation Minimum Conditions	0%
Crosscutting Performance Measures	63%
Educational Performance Measures	79%
Health Performance Measures	66%
Water & Environment Performance Measures	2%
Micro-scale Irrigation Performance Measures	3%

**Crosscutting
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): • If so: Score 4 or else 0 	<p>The Municipal Council provided evidence that all the DDEG Infrastructure Investment Projects implemented in FY2022/23 were completed, functional, and utilized as per purpose.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. Four streetlights were installed in the CBD and working 2. Market at Itendero is complete and functional. 	4
2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>The average score in the overall LLG performance assessment increased from previous assessment.</p> <ul style="list-style-type: none"> • By more than 5%, score 3 • 1 to 5% increase, score 2 • If no increase, score 0 <p>NB: If the previous average score was 95% and above, Score 3 for any increase.</p>	<p>The Municipal Council's average score in the overall LLG performance assessment for 2023 improved by 36% compared to the LLG performance assessment for 2022.</p> <p>Evidence</p> <p>OPAMS Data Generated by OPM</p> <p>Average Overall LLGPA Scores for 2023= 76</p> <p>Average Overall LLGPA Scores for 2022= 40</p> <p>Calculation</p> <p>Variance Average Overall LLGPA (2023-2022)= 76 - 40 = 36%</p>	3
2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> • If 100% the projects were completed : Score 3 • If 80-99%: Score 2 • If below 80%: 0 	<p>A review of the Annual Budget and Annual Budget Performance Report for FY2022/23 revealed that the Municipal Council implemented and completed all the planned DDEG Projects for FY2022/23 at 100% completion level.</p> <p>Evidence</p> <p>Planned DDEG Projects (Budget Estimates FY2022/23)</p> <ol style="list-style-type: none"> 1. Supply and Installation of Street Lights in the CBD UGX 20,000,000. Level of Completion 100% 2. Establishment of the Market at Itendero UGX 20,000,0000. Level of Completion 100% 	3

Investment
Performance

Maximum 4 points on
this performance
measure

a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines:

Score 2 or else
score 0.

A review of Budget Estimates FY2022/23 and Annual Budget Performance Reports FY2023 revealed that the Municipal Council budgeted and spent all DDEG funds on eligible projects/activities as per DDEG grant, budget, and implementation guidelines.

Evidence

Annual Budget Performance Report FY2022/23

Total District Discretionary Equalization Development Grant UGX 271,702,000

DDEG Allocated to Divisions UGX 124,682,660

Municipal Councils DDEG UGX 147,019,340

Infrastructure Projects i.e. 71% (more than the minimum 70% allowed by Guidelines)

1. Completion of the Administration Block UGX 5,000,000
2. Supply and Installation of Street Lights in the CBD UGX 20,000,000
3. Establishment of the Market at Itendero UGX 20,000,0000
4. Titling of Government Land UGX 50,000,000
5. Maintenance and Rehabilitation of Street Lights UGX 10,000,000

Performance Improvement i.e. 13% (within 15% maximum)

1. Performance Improvement UGX 19,105,000

Data Collection i.e. 5% (5% maximum allowed)

1. Assessment of Lower Local Government UGX 7,350,950

Investment Service Costs i.e. 10% (10% maximum allowed)

1. Investment Servicing & Monitoring UGX 14,701,900

Investment
Performance

Maximum 4 points on
this performance
measure

b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates,

score 2 or else score 0

The following infrastructure projects were implemented using DDEG funds:

>>> Completion of a council hall, Phase I at Kabwohe division; contract reference number: SHMC730/WORKS/2022-2023/00007; Contract amount: UGX 22,540,900/=; Contractor: M/S Arthur Technical Services SMC Limited. The engineer's estimate signed and stamped by the assistant engineering officer, dated 18/01/2023, had an amount of UGX 22,167,736/=. **Therefore, the variation in the contract price was +1.683% of the LG Engineer's estimate.**

>>> Supply and installation of streetlights; contract reference number: SHMC730/SRVCS/2022-2023/00005; Contract amount: UGX 20,648,820/=.; Contractor: Powerline solution & investments limited. The engineer's estimate dated 18/01/2023 was UGX 19,949,080/=. **Therefore, the variation in the contract price was +3.508% of the LG Engineer's estimate.**

>>> Construction of a 4-stance lined latrine at Itendero new Matooke market; contract reference number: SHMC730/WORKS/2022-2023/00003; Contract amount: UGX 22,327,960/=; Contractor: Muhwezi Herbert Construction Limited. The engineer's estimate dated 18/01/2023 was UGX 22,362,900/=. **Therefore, the variation in the contract price was -0.156% of the LG Engineer's estimate.**

Performance Reporting and Performance Improvement

Accuracy of reported
information

Maximum 4 points on
this Performance
Measure

a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate,

score 2 or else score 0

Sheema MC had eleven positions provided for in all divisions. The staffing levels as evidenced by staff lists at MC HQs and LLGs were not found consistent in Kagango Division as shown below.

1. Kagango Division

The staffing levels were found to be at variance. The list found at the Division was dated 25th August 2023, had thirteen staff and was not up to date in comparison with the list obtained from the HRM Division. A review of transfer letters from the Town Clerk found on the staff personal files confirmed the posting of the staff that had not been captured at the Divisions at the time of assessment as follows; of (i) Mwebaze Robert - Treasurer dated 23rd October 2023; (ii) Nabaggala Zainabu - Town Agent dated 10th November 2023; (iii) Twinomugisha Apollo- Town Agent dated 10th November 2023; (iv) Agumenaitwe Annitah -Town Agent dated 10th November 2023; and (v) Nyakikongoro Adah- Town Agent dated 10th November.

2. Sheema Central Division

All information from the Division was found to be accurate.

4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG:</p> <ul style="list-style-type: none"> • If 100 % in place: Score 2, else score 0. 	<p>The Municipal Council prepared progress reports for DDEG Infrastructure Investment Projects that reflected actual level of completion.</p>	2
		<p>Note: if there are no reports produced to review: Score 0</p>	<p>Evidence</p> <ol style="list-style-type: none"> 1. Four streetlights were installed in the CBD 2. Market at Itendero . 	
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;</p> <p>If there is no difference in the assessment results of the LG and national assessment in all LLGs</p> <p>score 4 or else 0</p>	<p>The Municipal Council conducted a credible assessment of LLGs for 2023 as verified by the IVA team during the National Local Government Performance Assessment Exercise.</p>	4
		<p>NB: The Source is the OPAMS Data Generated by OPM.</p>	<p>Evidence</p> <p>Sampled Divisions</p> <ol style="list-style-type: none"> 1. Central Division - MC score was 70% and IVA score was 78%. The deviation was +8% i.e. Credible 2. Kagango Division - MC score was 87% and IVA score was 89%. The deviation was +2% i.e. Credible 	
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results.</p> <p>Score: 2 or else score 0</p>	<p>Sheema MC did not develop performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results. The MC prepared a Capacity Building Plan that was not specifically targeting the LLGs as required as seen in a Council Motion to approve the Municipality Capacity Development plans for FY 2023/24 dated 24th May 2023. The Sheema Municipal Council Capacity Building Plan provided for three components namely: (a) Staff Training (training of staff in performance management quarterly and Head Teacher training in performance improvement activities e.g. appraisal process, customer care bi-annualy) - UGX 7, 623, 000; (b) Bench marking (traditional staff and political staff) - UGX. 3,500,000; (c) Induction (inducting newly recruited and promoted staff on their roles and responsibilities)- UGX. 900, 000/=</p>	0

5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY: Score 2 or else score 0	At the time of assessment implementation had not commenced.	0
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Human Resource Management and Development

6	Budgeting for and actual recruitment and deployment of staff Maximum 2 points on this Performance Measure	a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th of the current FY, with copy to the respective MDAs and MoFPED. Score 2 or else score 0	Sheema MC consolidated and submitted the staffing requirements for the coming FY to the MoPS after September 30th of the current FY, with copy to the respective MDAs and MoFPED. It did not meet the stipulated timelines as evidenced by a letter form the CAO to the Permanent Secretary Ministry of Public Service dated 27th September 2023 that was received on 18th November 2023 by MOPS and 17th November 2023 by MoFPED.	0
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7	Performance management Maximum 5 points on this Performance Measure	a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI): Score 2 or else score 0	Sheema MC was found to be tracking and analyzing staff attendance as shown by the staff attendance analyses prepared by the HRO (Bariyo Dickson) as hereunder. 1. 2023 - (June, May, April, March, February, January) 2. 2022 - (December, November, October, September, August, July)	2
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Performance management

Maximum 5 points on this Performance Measure

i. Evidence that the LG has conducted an appraisal with the following features:

HODs have been appraised as per guidelines issued by MoPS during the previous

FY: Score 1 or else 0

Not all all Sheema MC HoDs were duly appraised by 30th June 2023. Only five of the seven met the stipulated timeline while one was appraised after 30th June 2023 and the other not appraised at all as shown below.

1. Ag. Principal Treasurer - Natuhamy Apophia. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.

2. Ag. Senior Planner. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.

3. Ag. Principal Engineer - Byabashaija Achilles. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 5th July 2023.

4. Ag. Senior Environment Officer - Musiime Serwano. At the time of assessment, the Officer was not duly appraised.

5. Senior Agriculture Officer - Kagurusya Nicholas. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.

6. Principal CDO - Bright John. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.

7. Ag. Principal Commercial Officer - Kagurusya Nicholas. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.

Performance management

Maximum 5 points on this Performance Measure

ii. (in addition to "a" above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:

Score 1 or else 0

Sheema MC was found to have an administrative rewards and sanctions committee in place as evidenced by letter of appointment of members as seen in the appointment of the Principal Education Officer Tushemererwe Zipporah as Chairperson of the Committee dated 12th March 2021. The committee was found to be functional as seen in minutes of the committee held on 16th June 2023 where it handled disciplinary cases including (i) a staff member (Tubenawe Adonia) issuing single receipt for different taxpayers, (ii) using forged revenue stationary, (iii) receipting less tax value than actually collected, (iii) abandonment of duties by Kabikire Peregreno. As a way forward the meeting resolved amongst others as follows: (i) warning of Abenawe Adonia in writing by the Accounting Officer and submitted to the appointing authority for disciplinary action and (ii) transfer of Kabikire Peregreno, Assistant Town Clerk Kabwohe Division to another station since he had overstayed at the post.

7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.</p> <p>Score 1 or else 0</p>	<p>At the time of assessment no evidence was provided.</p>	0
8	<p>Payroll management</p> <p>Maximum 1 point on this Performance Measure or else score 0</p>	<p>a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:</p> <p>Score 1.</p>	<p>During the year under review, Sheema MC did not recruit new staff in its service.</p>	1

Pension Payroll management

Maximum 1 point on this Performance Measure or else score 0

a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement:

Score 1.

Sheema MC had seventeen (17) staff that retired during the FY under review. Only fourteen retiring staff members accessed the payroll in the stipulated time as shown below.

1. Kahangire Muhwezi, retired 30th June 2023, accessed July 2023.
2. Kyomguisha Gertrude, retired 20th October 2022, accessed December 2022.
3. Muhairwe Eliasph, retired 9th October 2022, accessed December 2022.
4. Bashabomwe Allen, retired 24th October 2022, accessed November 2022.
5. Muhumuza Daniel, retired 20th August 2022, accessed November 2023.
6. Katongore Jackson, retired on 28th October 2022, accessed December 2022.
7. Mubangizi Apollo, retired 30th December 2022, accessed March 2023.
8. Muhwezi Wilson, retired 10th September 2022, accessed November 2022.
9. Kyohairwe Merab retired 2nd December 2022, accessed January 2023.
10. Karungi Amuza, retired 1st September 2022, accessed December 2022.
11. Tumwesigye Valley Karakure, retired 20th August 2022, accessed November 2022.
12. Muhwezi Gita Geoffrey, retired 23rd September 2022, accessed November 2023.
13. Kagume Sam, retired 1st September 2022, accessed November 2022.
14. Omare Francis, retired 1st September 2022, accessed November 2022.
15. Mwebaze Denis retired 1st September 2022, accessed October 2022.
16. Nkaijagye Claire, retired 1st September 2022, accessed October 2022.
17. Nabaasa Loyce Aine, retired 10th September 2022, accessed October 2023.

Management, Monitoring and Supervision of Services.

10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY:</p> <p>Score 2 or else score 0</p>	<p>A review of the FY2022/23 Annual Budget Estimates and LG Cost Centre List & LLG allocation release for FY2022/23 provided by MoFPED revealed that the Municipal Council transferred DDEG for FY2022/23 to all Divisions in full.</p> <p>Evidence</p> <p>Kabwohe Division. Budgeted and Remitted UGX 30,676,357</p> <p>Kagango Division. Budgeted and Remitted UGX 37,816,365</p> <p>Kashozi Division. Budgeted and Remitted UGX 23,646,195</p> <p>Sheema Central Division. Budgeted and Remitted UGX 32,543,743</p>	2
10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget:Note: Timely warranting for a LG means: 5 working days from the date of upload of releases by MoFPED).</p> <p>Score: 2 or else score 0</p>	<p>A review of PBS timestamps from MoFPED of LG warrant submissions revealed that in FY2022/23, the Municipal Council warranted LLG Direct DDEG transfers more than 5 working days after cash limits were communicated by the PS/ST.</p> <p>Evidence</p> <p>Q2 FY2022/23. Cash limit communication on 30 Sept 2022. LG warranted on 17 October 2022 i.e. 5+ working days</p> <p>Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG warranted on 18 January 2023 i.e. 5+ working days</p> <p>Note: Cash limit upload in the PBS by MoFPED were not accessible.</p>	0
10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter:</p> <p>Score 2 or else score 0</p>	<p>Sheema MC did not communicate to the Divisions in the stipulated time as evidenced through the advice slips by the Ag. Principal Treasurer as follows: (i) Q2 FY2022/23. Cash limit communication on 30 Sept 2022. LG communicated 10th October 2022 i.e. >5 working days; (ii) Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG communicated on 30th January 2023 i.e. > 5 working days.</p>	0

Routine oversight and monitoring

Maximum 4 points on this Performance Measure

a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines:

Score 2 or else score 0

The Municipal Council provided evidence confirming that all Divisions in the Council were mentored at least once per quarter in FY2022/23 consistent with guidelines.

Evidence

Q1 FY2022/23

Mentoring Report for Municipal & LLG Staff on the LG Planning Process in Uganda dated 9 August 2022. Training held on 9 August 2022.

Objectives

1. Orient Staff on the LG planning and Budgeting Cycle
2. Equip Staff with Knowledge of the timelines involved in the LG Planning Process

Q2 FY2022/23

Report on the training of Lower Local Government Staff on Final Budget Preparation dated 21 October 2022

Objectives

1. Equip Lower Local Council Government Staff with Skills on Final Budget Preparation
2. Orient the Local Local Government Staff on Program Budgeting (PBS) budgeting and reporting process

Q3 FY2022/23

Report on the training and dissemination of DDEG Guidelines for FY2023/24 to Lower Local Governments dated 17 March 2023. Training on 17 March 2023.

Objectives

1. Train LLG Staff on the Utilization of DDEG funds
2. Disseminate the DDEG Guidelines for 2023/24FY to Lower Local Government

Q4 FY2022/23

Mentoring Report for District & LLG Staff on LED and on the Impact of Population Growth on Social-Economic Status on Sheema Municipality dated 16 May 2023

Objectives

1. Equip Municipal and Lower Government Staff with skills in Local Economic Development
2. Orient the Municipal and Lower Local Government Staff on the impact of Population Growth on the Socio-Economic Status of the Municipality

11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:</p> <p>Score 2 or else score 0</p>	<p>The Municipal Council provided evidence that the TPC discussed the results/reports of support supervision and monitoring visits for FY2022/23 and used these results/reports to make recommendations for corrective actions.</p> <p>Evidence</p> <p>Q1 FY2022/23</p> <p>Minutes for the Technical Planning Committee Meeting Held on 21 October 2022 in the Municipal Board Room</p> <p>89/SMC/TPC/OCT,2022/23: Presentation of Q1 Monitoring and Supervision Report for FY2022/23</p> <ol style="list-style-type: none"> 1. Absenteeism among staff especially in health facilities - Recommended that follow-up should be made to understand why some staff are not at duty station. 2. Poor state of school dues to dilapidated structures <p>Q2 FY2022/23</p> <p>Minutes for the Technical Planning Committee Meeting Held on 30 January 2023 in the Municipal Board Room</p> <p>08/SMC/TPC/JAN,2022/23: Presentation Q2 Monitoring and Supervision Report for FY2022/23</p> <ol style="list-style-type: none"> 1. Absenteeism among staff especially in health facilities - Recommended that transfers be effected and caution letters be written to the culprits <p>Q3 FY2022/23</p> <p>Minutes for the Technical Planning Committee Meeting Held on 19 April 2023 in the Municipal Board Room</p> <p>37/SMC/TPC/APRIL,2022/23: Presentation of Q3 Monitoring and Supervision Report FY2022/2023</p> <ol style="list-style-type: none"> 1. Inspections of service delivery areas of roads, the status of schools, and health facilities - Recommended that inspections be intensified in health centres and schools to improve service delivery. <p>Q4 FY2022/23</p> <p>Minutes for the Technical Planning Committee Meeting Held on 16 August 2023 in the Municipal Board Room</p> <p>73/SMC/TPC/AUG, 2023/24</p> <ol style="list-style-type: none"> 1. Medical Stock outs, understaffing, inadequate staff houses - Recommended that the Municipal undertakes more engagement with Central Government for more wages for recruitment.
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12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:</p> <p>Score 2 or else score 0</p> <p>Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0</p>	<p>A review of the Fixed Assets Register revealed that the Municipal Council maintained an up-to-date Fixed Asset Register at the time of Assessment.</p> <p>Evidence</p> <p>Page 47 Draft Financial Statements FY2022/23 Page 47. Additions during the Year</p> <ol style="list-style-type: none"> 1. Non- Residential Buildings UGX 817,543,613 2. Other Structures UGX 32,848,941 <ul style="list-style-type: none"> • Fixed Asset Register Last entries <ol style="list-style-type: none"> 1. Motor Vehicles- 22 October 2021 2. Furniture & Fittings: T3 Andriod Smart Mobile POS- 17 July 2023 3. Land & Building: Migina HC III Construction- 23 June 2023
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12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p>	<p>The Municipal Council used the Board of Survey (BoS) FY2021/22 as a source of guidance for making asset management decisions.</p> <p>Evidence</p> <p>Report for Board of Survey for Financial Year 2021/2022. Received by Accountant General's Office on 31 August 2022. Recommendations i.e.</p> <ol style="list-style-type: none"> 1. All assets to be registered, engraved, and tagged 2. Health Centres and Schools should be Fenced 3. Construct an Adequate store at Kihunda Health Centre III 4. Repair assets in a sorry state 5. Disposal of assets like used tires, grader cutting edges, old wheelbarrows, garbage skips <p>Report for Board of Survey for Financial Year 2022/2023. Received by Accountant General's Office on 31 August 2023. Actions taken on BoS FY2021/22 Recommendations.</p> <ol style="list-style-type: none"> 1. Asset Registers updated 60% 2. The disposal plan has been prepared by PDU awaiting approval by MEC 3. Medical stores were constructed at Kihunda Health Centre III and being used 4. Maintenance and repairs continuously being done
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Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

c. Evidence that District/Municipality has a functional physical planning committee in place which has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD. If so Score 2. Otherwise Score 0.

The Municipal Council provided evidence confirming that the Physical Planning Committee was functional and had submitted at least a set of minutes of the Physical Planning Committee meetings held in each quarter of FY2022/23 to MoLHUD.

Evidence

Appointment of Members- VIDE: SMC 1204/2. Appointment Date 01 July 2022.

1. Tumuzaire Patrik Deputy Town Clerk
2. Arinaitwe Gilbert Kanssime Senior Physical Planner
3. Musiime Serwano Environment Officer
4. Karungi Hilda Principal Health Inspector
5. Asiimire Kenneth Architect
6. Byabashaija Achilles Municipal Engineer
7. Nuwagira Innocent As. Engineering Officer
8. Kemigisha Ruthler As Engineering Officer
9. Mwikirize Hannington SATC Kashozi Division
10. Mubangizi Dennis SATC Kagango Division
11. Natuhwera Jovairo SATC Kabwohe Division
12. Ainogugisha Loyce SATC Sheema Central Division

Minutes submitted to MoLHUD Mbarara MZO

Q1 FY2022/23. VIDE: SMC/CR/213/2. The meeting was held on 30 September 2022 in the Sheema MC Board Room, and the minutes were submitted to MoLHUD on 4 October 2022.

Q2 FY2022/23. VIDE: SMC/CR/213/2: The meeting was held on 23 December 2022 in the Sheema MC Board Room, and the minutes were submitted to MoLHUD on 5 January 2023.

Q3 FY2022/23. VIDE: SMC/CR/213/2: The meeting was held on 29 March 2023 at the Sheema MC Board Room, and the minutes were submitted to MoLHUD on 6 April 2023.

Q4 FY2022/23. VIDE: SMC/CR/213/2: The meeting was held on 30 June 2023 at Sheema MC Board Room, and the minutes were submitted to MoLHUD on 6 July 2023.

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>d.For DDEG financed projects;</p> <p>Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:</p> <p>Score 2 or else score 0</p>	<p>The Municipal Council provided evidence confirming that desk appraisals were conducted for all DDEG financed projects in the budget FY2022/23. However, there was no evidence to confirm that prioritized projects were derived from the LG DP III and are eligible for expenditure as per sector guidelines and funding sources.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. The supply of Installation of Street Lights within CBD. Desk appraisal was completed on 6 October 2021. No evidence that it was derived from the DP III 2. Grading of new Itendero Daily Market in Kagango Division. Desk appraisal was completed on 6 October 2021. No evidence that it was derived from the DP III 	0
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p>	<p>The Municipal Council provided evidence confirming that field appraisals for DDEG financed projects implemented in FY2022/23 were conducted to check for technical feasibility, environmental and social acceptability, and customized designs.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. Field appraisal for the supply of Installation of Street Lights within CBD was conducted on 6 October 2021 2. Field appraisal for the grading of new Itendero Daily Market in Kagango Division was conducted on 6 October 2021 	2

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p> <p>Score 1 or else score 0.</p>	<p>The Municipal Council provided evidence confirming that project profiles with costing for all investments in the AWP for FY2023/24 were developed and discussed in the TPC as per the LG planning and DDEG guidelines.</p> <p>Evidence</p> <p>Minutes for the Technical Planning Committee Meeting Held on 21 October 2022 in the Municipal Board Room</p> <p>91/SMC/TPC/OCT, 2022/23</p> <ol style="list-style-type: none"> 1. Completion of 2 classroom Blocks of Katwe and Kihunda Primary Schools UGX 134,000,000 2. Titling of Government Land UGX 30,000,000 3. Maintenance of Lanes in the CBD UGX 20,000,000 	1
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:</p> <p>Score 2 or else score 0</p>	<p>There was no evidence that Sheema MC had screened for E&S and put mitigation measures for DDEG-funded projects for the current FY at the time of this assessment.</p>	0
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>	<p>There was no evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan.</p> <p><i>According to the budget, dated 22/09/2023, DDEG funds are meant to be utilized for fencing (land improvements), worth UGX 20,000,000/=. However, the procurement plan, dated 24/11/2023, and received by PPDA on 24/11/2023, lists no infrastructure projects to be funded by DDEG.</i></p>	0

Procurement, contract management/execution
Maximum 8 points on this Performance Measure

b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0

The three (03) DDEG-funded infrastructure projects were as follows:

>>> Completion of a council hall, Phase I at Kabwohe division; contract reference number: SMC730/WORKS/2022-2023/00007; Contract amount: UGX 22,540,900/=; Contractor: M/S Arthur Technical Services SMC Limited.

The bidding documents were approved by the Contracts Committee (CC) on 18/01/2023, under minute number: 31/CC/2022-2023.

The contract was approved by the Contracts Committee (CC) on 23/02/2023, under minute number: 43/CC/2022-2023.

>>> Supply and installation of streetlights; contract reference number: SMC730/SRVCS/2022-2023/0000; Contract amount: UGX 20,648,820/=; Contractor: Powerline solution & investments limited.

The bidding documents were approved by the Contracts Committee (CC) on 18/01/2023, under minute number: 30/CC/2022-2023.

The contract was approved by the Contracts Committee (CC) on 23/02/2023, under minute number: 45/CC/2022-2023.

>>> Construction of a 4-stance lined latrine at Itendero new Matooke market; contract reference number: SHMC730/WORKS/2022-2023/00003; Contract amount: UGX 22,327,960/=; Contractor: Muhwezi Herbert Construction Limited.

The bidding documents were approved by the Contracts Committee (CC) on 18/01/2023, under minute number: 32/CC/2022-2023.

The contract was approved by the Contracts Committee (CC) on 23/02/2023, under minute number: 42/CC/2022-2023.

Conclusion

The three (03) projects were approved by CC before commencement.

13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:</p> <p>Score 1 or else 0</p>	<p>The LG presented only one PIT for Migina upgrade from HC II to HC III with the following members: Ag. Engineering officer, Ag. Municipal health officer, CDO, labour officer, environment officer, and clerk of works - dated 18/01/2023, issued by the town clerk - signed and stamped.</p> <p>The LG presented a PIT for education projects that comprised of the municipal engineer, municipal education officer, municipal environmental officer, principal CDO, labour officer, and clerk of works. This was dated 9th July 2022, signed and stamped by the town clerk.</p> <p><i>The PITs for other projects (DDEG/administration) were not availed.</i></p>	0
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer.</p> <p><i>The two (02) projects were as follows:</i></p> <p>>>> Completion of a council hall, Phase I at Kabwohe division; contract reference number: SMC730/WORKS/2022-2023/00007; Contract amount: UGX 22,540,900/=; Contractor: M/S Arthur Technical Services SMC Limited. This project is implemented in phases and shows no defects.</p> <p>>>> Supply and installation of streetlights was satisfactory done as per engineer's designs and specifications.</p> <p>>>> Construction of a 4-stance lined latrine at Itendero new Matooke market was satisfactory done as per engineer's designs and specifications.</p> <p><i>All projects were implemented following the technical designs and showed no major or minor defects.</i></p>	1

Procurement, contract management/execution
Maximum 8 points on this Performance Measure

e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0

There was **no evidence** that the LG provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY.

*The technical officers (ME, environmental officer, CDO) did not supervise each project (**site meetings with contractors**) prior to verification and certification of works.*

Specifically,

>>> Upgrade of Migina HC II to HC III; Contract reference number: MoH-UgIFT/WRKS/2022-2023/00001/Lot 19; Contract amount UGX: 916,097,732/= . Payment certificate number 1, dated 15/05/2023, was verified and certified by the technical team but there was no evidence to show that works were supervised prior to certification. *Supervision reports were not availed. Going through the site meeting report dated 20/04/2023 (which was availed), the engineer, and environmental officer were not present in the meeting held on 18/04/2023. This was confirmed by the inspection of the visitor's book found at the site.*

There was no evidence availed to track supervision of the following projects:

>>> Completion of a council hall, Phase I at Kabwohe division; contract reference number: SMC730/WORKS/2022-2023/00007; Contract amount: UGX 22,540,900/=; Contractor: M/S Arthur Technical Services SMC Limited.

>>> Supply and installation of streetlights; contract reference number: SMC730/SRVCS/2022-2023/0000; Contract amount: UGX 20,648,820/=; Contractor: Powerline solution & investments limited.

Procurement, contract management/execution
Maximum 8 points on this Performance Measure

f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement):

Score 1 or else score 0

The following projects were captured to support the scoring of this indicator:

>>> Supply and installation of streetlights; contract reference number: SMC730/SRVCS/2022-2023/0000; Contract amount: UGX 20,648,820/=; Contractor: Powerline solution & investments limited.

The contractor requested for payment on 26/06/2023 (UGX 20,000,000/=), and he was paid on 23/10/2023. There was no evidence to track supervision of the streetlights' installation. Note: Contractor invoiced at the end of the FY.

>>> Completion of a 2-classroom block at Rwembugu P/S; Contract amount: UGX 49,539,788/=.

The contractor requested for payment on 22/05/2023 (UGX 49,539,788/=), and he was paid on 20/06/2023. Completion report dated 5/06/2023 reported that works were completed satisfactorily.

>>> Upgrade of Migina HC II to HC III; Contract amount: UGX 916,097,732/=.

The contractor requested for advance payment on 03/04/2023 (UGX 274,829,319/=), and he was paid on 10/05/2023 - upon receipt of the advance payment guarantee, dated 31/03/2023.

Conclusion

Not all payments were done in the agreed timelines.

13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>g. The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law:</p> <p>Score 1 or else 0</p>	<p>The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law. Three procurement files were sampled to support the scoring of this indicator.</p> <p>>>> Completion of a 2-classroom block at Rwembugu P/S; Contract amount: UGX 49,539,788/=.</p> <p><i>Evaluation report available dated 16/01/2023; Contract agreement dated 1/02/2023; Minutes of contract committee decision dated 18/01/2023, under minute number: 28/CC/2022-2023. All available on file.</i></p> <p>>>> Completion of a 2-classroom block at Migina P/S; Contract amount: UGX 49,750,000/=.</p> <p><i>Evaluation report available dated 16/01/2023; Contract agreement dated 1/02/2023; Minutes of contract committee decision dated 18/01/2023, under minute number: 29/CC/2022-2023. All available on file.</i></p> <p>>>> Construction of a 5-stance lined pit latrine and urinal at Kabwohe mixed P/S; Contract amount: UGX 30,026,510/=.</p> <p><i>Evaluation report available dated 16/01/2023; Contract agreement dated 8/02/2023; Minutes of contract committee decision dated 17/01/2023, under minute number: 27/CC/2022-2023. All available on file.</i></p>	1
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Environment and Social Safeguards

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.</p> <p>Score: 2 or else score 0</p>	<p>Sheema MC had not established the grievance redress mechanism at the time of this assessment.</p>	0
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14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>Sheema MC had not established the grievance redress mechanism at the time of this assessment.</p>	0
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p> <p>If so: Score 1 or else 0</p>	<p>Sheema MC had not established the grievance redress mechanism at the time of this assessment.</p>	0

Safeguards for service delivery of investments effectively handled.

Maximum 11 points on this performance measure

a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0

The Municipal Council provided evidence confirming that environment, social, and climate change interventions were integrated into the LG DP111, AWP's FY2023/24, and budget FY2023/24.

Evidence

LG DP111- Pages 107

1. Strengthen conservation, restoration of forests, wetlands and water catchments, and hilly and mountainous areas.
2. Improve the management of Municipal and private forests
3. Integrate environmental management in all disaster response interventions
4. Develop wetland management plans to support gazettement and demarcation of existing wetlands
5. Promote urban and urban plantation development and tree planting including local and indigenous species
6. Strengthen control and management of all forms of pollution and environmental disasters

AWP FY2023/24.

1. Travel Inland for Environmental Awareness, Monitoring, Campaigning, and Enforcement UGX 1,100,000
2. Communities trained in wetland management and environmental management UGX 468,000
3. Environmental Education in Schools conducted UGX 188,000
4. Tree Planting/Demarcation of Wetland UGX 666,000

Budget FY2023/24- Page 36

1. Agricultural Supplies and Services UGX 500,000
2. Travel Inland for environmental awareness, monitoring environmental education, and enforcement UGX 11,000,000

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management score 1 or else 0	The Municipal Council disseminated enhanced DDEG guidelines and adaptation and social risk management to Divisions. Evidence Minutes for Technical Planning Committee Meeting Held on 21 October 2022 in the Municipal Board Room. 95/SMC/TPC/OCT, 2022/23- Dissemination of DDEG guidelines	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	(For investments financed from the DDEG other than health, education, water, and irrigation): c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary: score 3 or else score 0	The projects implemented under DDEG had no costed ESMPs incorporated in their BoQs. The projects included; Supply and installation of streetlights in the Central Business District(CBD) Establishment of the market at Itendero.	0
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	d. Examples of projects with costing of the additional impact from climate change. Score 3 or else score 0	There were no projects with costing of the additional impact from climate change.	3

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:	Itendero market had evidence of land ownership per certificate of title- Freehold register, Vplume MBR160, Folio18, block(road), 5 plot393 at Nyabahama Itendero dated 26/05/2015 signed by the registrar of titles.	1
		Score 1 or else score 0		
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports:	Sheema MC conducted support supervision and monitoring to ascertain compliance with ESMPs for all investment projects, however, this was done once and not monthly as required per assessment criteria.	0
		Score 1 or else score 0		
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	g. Evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects:	There was evidence that E&S compliance Certification forms were completed and signed by the Environmental Officer and CDO prior to payments of contractors' invoices; E&S compliance certification form for the construction of 5 stance lined latrine at Kabwohe primary school was prepared on 18/05/2023 and payment to the contractor was effected on 13/06/2023. E&S compliance certification form for the completion of a two-classroom block at Migina primary school was prepared on 20/06/2023 and payment to the contractor was made on 28/06/2023. E&S compliance certification form for the upgrade of Migina HC II to HC III was prepared on 15/05/2023 and payment to the contractor was effected on 28/06/2023.	1
		Score 1 or else score 0		

Financial management

16	<p>LG makes monthly Bank reconciliations</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:</p> <p>Score 2 or else score 0</p>	<p>The Municipal Council maintained up-to-date bank reconciliations up to the time of the assessment.</p> <p>Evidence</p> <p>Stanbic Bank Uganda Ltd, A/c No. 9030013716400. Bank Reconciliation Statement for December 2022. Report Date 20 January 2023. i.e. reconciled within 30 days.</p> <p>Stanbic Bank Uganda Ltd, A/c No. 9030013549256. Bank Reconciliation Statement for June 2023. Report Date 10 July 2023. i.e. reconciled within 30 days.</p> <p>Stanbic Bank Uganda Ltd, A/c No. 9030013549256. Bank Reconciliation Statement for November 2023. Report Date 4 December 2023. i.e. reconciled within 30 working days.</p>	2
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY.</p> <p>Score 2 or else score 0</p>	<p>The Municipal Council produced 4 quarterly internal audit reports for FY2022/23.</p> <p>Evidence</p> <p>Q1 FY2022/23. VIDE: SMC/213/01: Quarterly Internal Audit Report for Sheema Municipality Vote 730 for Period From 1 July- 30 September 2022. Produced on 28 October 2022 i.e. 6 issues in the current quarter.</p> <p>Q2 FY2022/23. VIDE: SMC/213/01: Quarterly Internal Audit Report for Sheema Municipality Vote 730 for Period From 1 October - 31 December 2022. Produced on 30 January 2023 i.e. 5 issues in the current quarter.</p> <p>Q3 FY2022/23. VIDE: SMC/213/01: Quarterly Internal Audit Report for Sheema Municipality Vote 730 for Period From 1 January - 31 March 2023. Produced on 18 May 2023 i.e. Follow up on Quarter one and two pending Audit Issues of FY2022/2023. 6 issues in the current quarter.</p> <p>Q4 FY2022/23. VIDE: SMC/213/01: Quarterly Internal Audit Report for Sheema Municipality Vote 730 for Period From 1 April - 30 June 2023. Produced on 02 August 2023 i.e. 6 issues in the current quarter.</p>	2

17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.</p> <p>Score 1 or else score 0</p>	<p>The Municipal Council did not provide evidence to ascertain whether information on the status of implementation of internal audit findings for FY2022/23 was provided to the Council Chairperson and LG PAC.</p>	0
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>The Municipal Council provided evidence confirming that all the quarterly internal audit reports for FY2022/23 were submitted to the Accounting Officer and LG PAC. However, only 3 out of the 4 reports were reviewed and follow-ups made by LG PAC</p> <p>Evidence</p> <p>Sheema District Local Government Public Accounts Committee Treport: On the Sheema Municipal Council Operations Derived from 4 Quarter 2021/22 and 1 and 2 Quarter 2022/2023. Received in Sheema Municipal Council Registry 12 July 2023.</p> <p>Sheema District Local Government Public Accounts Committee Report: On the Sheema Municipal Council Operations Derived from 3 Quarter 2022/2023. Received in Registry 20 September 2023</p>	0

Local Revenues

18

LG has collected local revenues as per budget (collection ratio)

Maximum 2 points on this performance measure

a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.

A review of Annual Budget Estimates FY2022/23 and Draft Financial Statements FY2022/23 revealed that the local revenue collected by the Municipal Council for FY2022/23 was less than budget by 22% (i.e. outside +/-10% threshold)

Evidence

Annual Budget Estimates FY2022/23. Page No. 1

The local revenue amount budgeted was UGX 680,000,000

Draft Final Accounts FY2022/23. Page No 10

The local revenue amount collected was UGX 240,801,312+287,087,514= UGX 527,888,826

Calculation

$(\text{Amount Collected}-\text{Amount Budgeted})/\text{Amount Budgeted}*100=$

$(527,888,826 - 680,000,000)/680,000,000*100 = -22.4\%$

2

19

The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)

Maximum 2 points on this Performance Measure.

a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY

• If more than 10 %: score 2.

• If the increase is from 5% -10 %: score 1.

• If the increase is less than 5 %: score 0.

A review of the Draft Financial Statements for FY2022/23 disclosed that the Municipal Council's OSR collection increased by 13% between FY2021/22 and FY2022/23.

Evidence

Draft Final Accounts FY2022/23 Page No. 10

OSR Collection FY2022/23 was UGX 240,801,312+287,087,514= UGX 527,888,826

OSR Collection FY2021/22 was UGX 155,663,150+310,909,115= UGX 466,572,265

Calculations

Change in OSR in %age

$(\text{OSR FY2022/23}-\text{OSR FY2021/22})/\text{OSR FY2021/22}*100=$

$(527,888,826 - 466,572,265)/466,572,265*100=13.1\%$

Local revenue administration, allocation, and transparency

Maximum 2 points on this performance measure.

a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0

A review of the Draft Financial Statements FY2022/23 and remittances to Divisions for FY2022/23 disclosed that the Municipal Council remitted more than the 50% mandatory Division share of local revenues FY2022/23, as mandated in Section 85 of the LG Act CAP 243.

Evidence

Total Local Revenue UGX
240,801,312+287,087,514= UGX 527,888,826

Remittances made during the FY2022/23 was UGX 269,282,088

Calculations

Remittances/Total Local Revenue Mandatory for Sharing*100=

269,282,088 /527,888,826*100= 51%

Transparency and Accountability

LG shares information with citizens

Maximum 6 points on this Performance Measure

a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0

There was evidence that the procurement plan and awarded contracts and all amounts are published. The following projects were captured to support the scoring of this indicator:

>>> Completion of a 2-classroom block at Rwembugu P/S; Contract amount: UGX 49,539,788/=.

The best evaluated bidder was M/S Rutaborwa contractors group limited, was displayed on the district noticeboard on 18/01/2023 and removed on 31/01/2023. Amount was included as UGX 49,539,788/=.

>>> Construction of a 5-stance lined pit latrine and urinal at Kabwohe mixed P/S; Contract amount: UGX 30,026,510/=.

The best evaluated bidder was M/S Nuatu consults limited, was displayed on the district noticeboard on 18/01/2023 and removed on 31/01/2023. Amount was included as UGX 30,026,510/=.

>>> Completion of a 2-classroom block at Migina P/S; Contract amount: UGX 49,750,000/=.

The best evaluated bidder was M/S Muhwezi Herbert Construction Limited, was displayed on the district noticeboard on 18/01/2023 and removed on 31/01/2023. Amount was included as UGX 49,750,000/=.

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0</p>	<p>The Municipal Council publicized their performance assessment results for 2022 and their implications.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. Minutes for Technical Planning Committee Meeting Held on 16 August 2023 in the Municipal Board Room, VIDE: 75/SMC/TPC/AUG, 2023/24: Dissemination of Sheema Municipal Council OPM assessment for 2022 2. Pinned on General Notice Board 	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p>	<p>The Municipal Council provided evidence confirming that discussions were conducted with the public during FY2022/23 to provide feedback on the status of activity implementation.</p> <p>Evidence</p> <p>Accountability Report for FY2022/20233 for Sheema Municipal Council dated 12 July 2023. Broadcasted on the 6-7 July 2023 on Sheema Broadcasting Services and Voice of Sheema on activities that were implemented in the Financial Year 2022/2023</p>	1
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>The Municipal Council provided evidence confirming that information on Tax Rates, Collection Procedures, and Procedures for Appeal were made public at the time of assessment.</p> <p>Evidence</p> <p>Displayed on the General Notice Board</p>	1
22	<p>Reporting to IGG</p> <p>Maximum 1 point on this Performance Measure</p>	<p>a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0</p>	<p>The Municipal Council submitted a report to the Office of IGG with no issues to address in the course of FY2022/23.</p> <p>Evidence</p> <p>VIDE: SMC/CR/213/4: Report on the Implementation of the IGG Recommendations dated 29 June 2023. The Report had no IGG issues to address. Received by IGG 30 June 2023.</p>	1

**Educational
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0 	<p>We obtained and reviewed PLE results released by UNEB in 2020 and 2022 for Sheema Municipal Council and we noted the following:</p> <p>In 2020, Sheema MC performed as follows; Div. I:560 ; Div. II:1153; and Div. III:244 ; totalling to 1957 pupils against 2185 candidates in (46 primary schools) that sat for PLE that year. This translates into 89.5 % pass rate (1957/2185).</p> <p>In 2022, Sheema MC performed as follows; Div.1:795 ; Div.11:1119 and Div.111;247 totalling to 2161 pupils against 2340 candidates in (46 primary schools) that sat for PLE that year. This translates into 92.3 % pass rate (2161/2340).</p> <p>There was an increase in performance of 2.8 % (92.3% -89.5 %).</p> <p>NB. The results released by UNEB for Sheema District, included those of Sheema Municipal Council schools . This therefore, is an extract of Sheema Municipal Council results</p> <p>Due to the COVID 19 pandemic, UNEB did not conduct PLE in 2021 hence the comparison between school years, 2020 and 2022 instead of 2021 and 2022 as guided by MoES.</p>	2

1

Learning Outcomes:
The LG has improved
PLE and USE pass
rates.

Maximum 7 points on
this performance
measure

b) The LG UCE pass rate has
improved between the
previous school year but one
and the previous year

- If improvement by more than 5% score 3
- Between 1 and 5% score 2
- No improvement score 0

We obtained and reviewed UCE results
released by UNEB in 2020 and 2022 for
USE schools in Sheema Municipal Council
and we noted the following:

In 2020 Sheema MC performed as
follows; Div. I:269 ; Div. II:272; and
Div.III:205 totalling to 746 pupils
against 962 candidates, in six (6)
secondary schools that sat for UCE that
year. This translates to 77.5 % pass rate
(746/962).

In 2022, Sheema MC performed as
follows; Div.I:236 ; Div.II:363 ; and
Div.III:214 totalling to 813 pupils against
1025 candidates (in six (6) secondary
schools) that sat for UCE that year. This
translates to 79.3 % pass rate
(813/1025).

There was an improvement in
performance of 1.8 % (79.3% -77.5 %).

**NB. The results released by UNEB
for Sheema District, included those
of Sheema Municipal Council schools
. This therefore, is an extract of
Sheema Municipal Council's results**

Due to COVID 19 pandemic, UNEB did
not conduct UCE Exams in 2021. Hence
the comparison between school years
2020 and 2022, instead of 2020 and
2022 as guided by MoES.

2

2

N23_Service Delivery
Performance: Increase
in the average score in
the education LLG
performance
assessment.

Maximum 2 points

a) Average score in the
education LLG performance
has improved between the
previous year but one and
the previous year

- By more than 5%, score 2
- Between 1 and 5%, score 1
- No Improvement, score 0

NB: If the previous average
score was 95% and above,
Score 2 for any increase.

The Municipal Council's average score in
the Education LLG performance
assessment for 2023 improved by 20%
from the previous year's assessment.

Evidence

Education LLGPA Scores for 2023 was
60%

Education LLGPA Scores for 2022 was
40%

Calculation

Education LLGPAS (2023-2022)= 60-40=
20%

2

3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0</p>	<p>We obtained and reviewed the Education Sector Planning, Budgeting and Implementation Guidelines for Local Governments FY 2022/2023 and the budget performance report for Sheema MC, to determine eligible activities.</p> <p>We established evidence that, the development grant was used in accordance with sector guidelines i.e. supply of desks, construction of latrines, construction of classrooms and construction of teacher's houses. The activities conducted were;</p> <ul style="list-style-type: none"> — Construction of a five (5) stance lined latrine at Kabwohe Mixed P/S — Completion of a two (2) classroom block at Migina P/S and —Completion of a two (2)-classroom block at Rwembugu P/S 	2
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>b) If the DEO, Environment Officer and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors score 2 or else score 0</p>	<p>We obtained payment vouchers for all education construction projects contracts for the previous FY 2022/2023 in Sheema Municipal Council, to establish whether the CDO and the Environment officer signed the completion certificates</p> <p>We established the following details;</p> <ol style="list-style-type: none"> 1. Payment of UGX 38,885,168 was made vide voucher No 6442022 dated 28th June 2023, for completion of a two (2) classroom block at Rwembugu P/S and was, certified by the; CDO on 06/06/2023 and the Environment Officer, on 05/06/2023 ,respectively. 2,.Payment of UGX 23,933,630 was made Vide voucher No. 5842191 dated 13th june 2023 for Construction of a five stance lined latrine at Kabwohe Mixed P/S. The CDO and Environment officer certified on 19/05/2023. 3. Payment of UGX 13,297,009 was made vide Voucher No 6433881 dated 28th June 2023 for completion of a two (2) classroom block at Migina P/S. works were certified by the; Environment Officer and CDO on 20/06/2023 <p>There was evidence that Environment Officer and the Community Development Officer signed the certificate of completion before payment was made.</p>	2

3	Investment Performance: The LG has managed education projects as per guidelines	c) If the variations in the contract price are within +/- 20% of the MoWT estimates score 2 or else score 0	<p>Three (03) projects were captured:</p> <p>>>> Completion of a 2-classroom block at Rwembugu P/S; Contract amount: UGX 49,539,788/=. The engineer's estimate dated 7/11/2022, was UGX 49,850,000/=. The variation in the contract price was -0.622% of the MoWT estimate.</p> <p>>>> Completion of a 2-classroom block at Migina P/S; Contract amount: UGX 49,750,000/=. The engineer's estimate dated 7/11/2022, was UGX 49,800,000/=. The variation in the contract price was -0.100% of the MoWT estimate.</p> <p>>>> Construction of a 5-stance lined pit latrine and urinal at Kabwohe mixed P/S; Contract amount: UGX 30,026,510/=. The engineer's estimate dated 7/11/2022, was UGX 30,000,000/=. The variation in the contract price was +0.088% of the MoWT estimate.</p>	2	
Maximum 8 points on this performance measure	3	Investment Performance: The LG has managed education projects as per guidelines	<p>d) Evidence that education projects (Seed Secondary Schools) were completed as per the work plan in the previous FY</p> <ul style="list-style-type: none"> • If 100% score 2 • Between 80 - 99% score 1 • Below 80% score 0 	The LG had no seed school.	2
Maximum 8 points on this performance measure	4	Achievement of standards: The LG has met prescribed school staffing and infrastructure standards	<p>a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines</p> <ul style="list-style-type: none"> • If 100%: score 3 • If 80 - 99%: score 2 • If 70 - 79% score: 1 • Below 70% score 0 	We obtained and reviewed the staffing structure from HRM and noted that Sheema Municipal Council had recruited 417 (116%) teachers staff in position against a staff ceiling of 361 teachers (in 48 schools) as per the guidelines prescribed by MoES, i.e, a 1:53 (teacher: pupil ratio) and a teacher per class and a head teacher for a school with P7 and a teacher for each class and head teacher for schools below P7.	3
Maximum 6 points on this performance measure					

4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,</p> <ul style="list-style-type: none"> • If above 70% and above score: 3 • If between 60 - 69%, score: 2 • If between 50 - 59%, score: 1 • Below 50 score: 0 	<p>We reviewed the list of UPE and USE registered schools and the consolidated asset register for UPE and USE schools for FYs 2021/22 and 2022/23 of Sheema Municipal Council.</p> <p>None of the 48 (0%) UPE and/or, 06(0%) of USE schools, met the basic requirements and minimum standards, set out in the DES guidelines for schools.</p> <p>All schools, required additional classrooms or repair/renovation, additional desks, additional latrines and teachers' houses respectively</p>	0
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Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> <ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 	<p>We reviewed the teacher deployment list from the LG education office and noted that Sheema Municipal Council had accurately reported on 417 (100%) staff in position, including where they were deployed, in 85 schools..</p> <p>In the three sampled schools; Mushanga Mixed P/S (semi- urban) there were 13 teachers, in Mutojo Integrated P/S (rural) there were 12 teachers and in Kabwohe Mixed P/S (urban), there were 13 teachers.</p> <p>This information was collated with the teacher's arrival books at the three schools, the staff lists for 2022/23 from the education office and the staff lists found at the sampled schools. The three sources of information were in synch.</p>	2
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Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.

Maximum 4 points on this performance measure

b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.

- If the accuracy of information is 100% score 2
- Else score: 0

We reviewed the school asset registers of the three sampled schools and verified the information therein, which revealed evidence that Sheema Municipal Council had a consolidated school asset register accurately reporting on infrastructure in all the three (3) sampled schools (100% accuracy).

In the three sampled schools, we noted the information below;

— Mushanga Mixed P/S (semi-urban) there were five (5) classroom blocks with 12 classrooms; four(4) latrine blocks with 18 stances, 189 three-seater desks and one teachers house, accommodating six (6) teachers.

— In Mutojo Integrated P/S (rural), there were, four (4) classroom blocks with 10 classrooms, (3) latrine blocks with 17 stances, 149 three-seater desks and no teacher's house.

— In Kabwohe Mixed P/S (urban) there were seven (7) classroom blocks with 15 classrooms, four(4)latrine blocks with 15 stances, 258 three-seater desks and no teachers house.

This information was corroborated with the consolidated Asset register at the Education Department office and both were in tandem.

6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:</p> <ul style="list-style-type: none"> • If 100% school submission to LG, score: 4 • Between 80 - 99% score: 2 • Below 80% score 0 	<p>We obtained and reviewed 48 copies of the Annual school reports from the MEO for FY 2022/2023</p> <p>We noted that all schools in Sheema Municipal Council had submitted copies, that were complete with; highlights of performance, a reconciled cash flow statement, a budget and expenditure report and an asset register, signed by the Chair SMC and head teacher and were submitted on/or before 30 January 2022.</p> <p>In three sampled schools;</p> <p>—Mushanga Mixed P/S (semi-urban) had one and it was submitted to MEO</p> <p>— Kabwohe Mixed P/S (rural) had submitted.</p> <p>— Mutojo Integrated P/S (urban) had submitted one</p> <p>Since all schools had submitted copies that were complete, there was evidence that the district was compliant.</p>	4
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations:</p> <ul style="list-style-type: none"> • If 50% score: 4 • Between 30- 49% score: 2 • Below 30% score 0 	<p>We obtained and reviewed the inspection reports for; Term 111, 2022, Term 1, 2023 and Term 11, 2023 for FY 2022/2023. We observed that Sheema Municipal Council had supported all 48 schools to develop SIPs, and 48(100%) schools in Sheema district, had submitted copies to the DEO.</p> <p>In the three sampled schools; Kabwohe Mixed P/S (urban), Mushanga Mixed P/S (semi-urban) and Mutojo Intergrated P/S (rural), all had been supported, had submitted copies and also displayed them, in their offices.</p>	4
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:</p> <ul style="list-style-type: none"> • If 100% score: 4: • Between 90 - 99% score 2 • Below 90% score 0 	<p>We obtained and reviewed the OTIMS data extract for Sheema Municipal Council and noted that, they submitted data for (19,145) pupils (100%).</p> <p>We reviewed the Sheema Municipal Council performance contract for FY 2022/23 and noted a list of 48 schools.</p> <p>Therefore, the LG collected and compiled data for all registered schools (UPE) in the Municipal and submitted it accordingly.</p>	4

7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:</p> <p>Score 4 or else, score: 0</p>	<p>There was evidence that Sheema Municipal Council budgeted for a head teacher and a minimum of seven teachers for schools with P7 and a teacher for each class and a head teacher for schools below P7, for (48 schools) to the tune of UGX 4,144, 097,000 for FY 2023/2024 as per the Performance Contract FY 2023/2024 (not signed by PS/ST) and approved budget estimates 2023/2024 pg 28.</p>	4
7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY,</p> <p>Score 3 else score: 0</p>	<p>There was evidence that the education department of Sheema Municipal Council had deployed 417 staff in position as per sector guidelines, i.e. a head teacher and a teacher per class for a P7 school and a head teacher and one teacher for each class for a school below P7, in 48 primary schools</p> <p>In three sampled schools, we noted the following;</p> <ul style="list-style-type: none"> — Mushanga Mixed P/S (semi-urban) 13 teachers; — Kabwohe Mixed P/S(urban) 13 teachers; and — Mutojo Integrated P/S (rural) 12 teachers <p>This information was corroborated with staff lists at school, teacher’s arrival books and staff lists from the education department office, hence synced.</p>	3
7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>c) If teacher deployment data has been disseminated or publicized on LG and or school notice board,</p> <p>score: 1 else, score: 0</p>	<p>We reviewed the teacher deployment list and inspected the noticeboards at the MEO's office and in the three sampled schools.</p> <p>We established evidence that the teacher deployment had been disseminated and/ or publicized at the MEO's and school noticeboards. In the three sampled schools; Mushanga Mixed P/S (semi -urban, Kabwohe Mixed P/S (urban) and Mutojo Integrated P/S (rural), the display was equally evident.</p>	1

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copt to DEO/MEO

Score: 2 or else, score: 0

Sheema MC has forty-eight primary schools. All files were reviewed and found to have been appraised by the Town Clerks and Sub-County Chiefs as illustrated hereunder. However, only two HEad Teachers were found to have been appraised within the stipulated time (by 31st December 2022)

1. Namugenyi Hanipha , HT Itendero Primary School, appraised 31st December 2022.
2. Namara Jemimah, HT Busesire Primary School, appraised 20th February 2023.
3. Kiconco Abia, HT Kyamungwe Primary School, appraised 31st December 2022.
4. Berinda Babra, HT Kyabandara Primary School, appraised 20th February 2023.
5. Ainembabzi Wilkens, HT Butsibo Primary School, appraised 15th January 2023.
6. Kahunzire harriet, HT Rwakizibwa Primary School, appraised 15th February 2023.
7. Kyorimpa Adrine, HT Itegyero Primary School, appraised 31st January 2023.
8. Asiimwe Eddie Muwonge, HT Kiso-Karera Primary School, appraised 15th January 2023.
9. Nuwagira Bernard, HT Kikonko Primary School, appraised 31st January 2023.
10. Muganga Benson, HT Kashozi Primary School, appraised 15th February 2023.

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM

Score: 2 or else, score: 0

There was no evidence provided as the HTs had not submitted their appraisal reports to the HR Division.

8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>c) If all staff in the LG Education department have been appraised against their performance plans score: 2. Else, score: 0</p>	<p>Education staff in the Sheema MC were duly appraised as shown hereunder.</p> <p>1. Ag. Principal Education Officer – Tushemereirwe Zipporah. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.</p> <p>2. Senior Inspector of Schools - Mwebembezi Johnie Kishate. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.</p> <p>3. Senior Education Officer - Kaganda Latwifu. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.</p>	2
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8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level, score: 2 Else, score: 0</p>	<p>We obtained and reviewed a training plan developed and dated 4th July 2022 for FY 2022/2022. Some of the activities included; capacity building/training of School Management Committees and orientation of teachers on the new curriculum.</p>	2
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Management, Monitoring and Supervision of Services.

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually. If 100% compliance, score:2 or else, score: 0</p>	<p>The Sheema Municipal Council did not write to MoES, regarding the list of schools and enrolment because all the data had been captured appropriately.</p>	2
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9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines. If 100% compliance, score:2 else, score: 0</p>	<p>We reviewed the MoES guidelines, the budget estimates contained in performance contract for FY 2022/23 (not signed by PS/ST) and annual performance report for FY 2022/23.</p> <p>Review of the approved budget estimates in the performance contract revealed, evidence that Sheema Municipal Council allocated UGX 28,916,000 towards inspection and monitoring.</p>	2
	<p>Maximum 8 points on this performance measure</p>		<p>The annual performance report revealed an expenditure of UGX 28,916,000(100 %) on inspection and monitoring activities, that included the following;</p> <ul style="list-style-type: none"> — Conducting inspections, thrice for each school — Conducting follow up inspections to establish whether recommendations were implemented and — Discussion of findings and dissemination to head teachers <p>We established that the inspection and monitoring activities conducted, complied to sector guidelines.</p>	
9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters If 100% compliance, score: 2 else score: 0</p>	<p>A review of PBS timestamps from MoFPED of warrant submissions for school capitation grants revealed that the Municipal Council in FY2022/23, warranted more than 5 working days after cash limits were communicated by the PS/ST.</p> <p>Evidence</p> <p>Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG warranted on 18 January 2023 i.e. 5+ working days.</p> <p>Q4 FY2022/23. Cash limit communication on 06 April 2023. LG warranted on 25 April 2023 i.e. 5+ working days.</p> <p>Q1 FY2023/24. Cash limit communication on 06 July 2023. LG warranted on 21 July 2023 i.e. 5+ working days</p> <p>Note: Information on cash limit upload in the PBS by MoFPED could not be accessed.</p>	0
	<p>Maximum 8 points on this performance measure</p>			

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED.</p> <p>If 100% compliance, score: 2 else, score: 0</p>	<p>Review of copies of MoFPED release circulars for the last three quarters indicated the following dates;</p> <ul style="list-style-type: none"> — 2022/23 Q3: 10 January 2023 — 2022/23 Q4: 24 April 2023 and — 2023/24 Q1: 17 July 2023 <p>The education department did not provide evidence that Sheema Municipal Council made release circulars and invoices of capitation to schools for the last three (3) quarters.</p> <p>In the three sampled schools of Mushanga Mixed P/S (semi-urban), Kabwohe Mixed P/S (urban) and Mutojo Integrated P/S (rural), there was no evidence that the education department formally communicated this information through circulars within the timeline.</p> <p>The head teachers indicated that they were informed through, WhatsApp messages or SMS.</p>	0
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.</p> <ul style="list-style-type: none"> • If 100% compliance, score: 2, else score: 0 	<p>We obtained copies of the minutes of the preparatory meetings for inspection and monitoring for the previous three terms as follows;</p> <ul style="list-style-type: none"> Term 3, 2022 dated 15 September 2022, under Min.03/Educ/2023 Term 1, 2023 dated 05 January 2023, under Min.04//Educ/ 2023 and Term 11, 2023 dated 12 May 2023, under Min.09/Educ/ 2023 <p>Sheema Municipal Council was therefore compliant 100%</p>	2
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p> <ul style="list-style-type: none"> • If 100% score: 2 • Between 80 - 99% score 1 • Below 80%: score 0 	<p>We reviewed inspection reports and noted that all the 48 UPE schools in Sheema Municipal Council had been inspected thrice, once in each of the three (3) previous terms. The inspection reports were dated as follows;</p> <ul style="list-style-type: none"> — 04th August 2023 for term two (2) of 2023; — 29th May 2023 for Term one (1) of 2023 and — 18th December 2022 for term three (3) of 2022. <p>The number of schools inspected as per the inspection reports corresponded with what was on PBS, thus 100%.</p>	2

Routine oversight and monitoring

Maximum 10 points on this performance measure

c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,

Score: 2 or else, score: 0

We obtained minutes of the departmental meetings for Sheema Municipality where highlights of the previous inspections were given during the planning meetings of inspection and monitoring for FY 2022/23.

In the three sampled schools, the following were the findings;

In **Kabwohe Mixed P/S (urban)** a report dated 04/09/2022 and 17/03/2023 by the DIS Mwebembezi Jonnie were on file. A recommendation was made that, staff meetings to discuss inspection findings, should be conducted regularly. The head teacher conducted a meeting on 22/09/2022 under Min 22/2022 to discuss the report and similar meetings since then, were being conducted regularly. Lesson plans and schemes were found not to be timely, a decision was taken to have these done and submitted before any a new term, begins.

In **Mutojo Integrated P/S (rural)** a report dated 04/10/2023,,27/04/2023 and 10/07/2023 by Mwebembezi Johnnie DIS were on file and a recommendation to the effect that, the school should provide a stable source of water, was made. The head teacher had since bought and installed a, 10.000 liter water tank. The funding the tank, was from Old Boys and Old Girls Associations, contributions.

In **Mushanga Mixed P/S (semi-urban)**, reports dated 19/04/2023,15/11/2022 and 21/03/2023 were on file. The issue of re-roofing a classroom block, was raised by the inspector. By the time of inspection, the block had been re-roofed using funding from Old Boys and Old Girls Associations.

There was therefore evidence that inspection reports were discussed and used to make corrective actions.

Routine oversight and monitoring

Maximum 10 points on this performance measure

d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0

We obtained a list of primary schools in Sheema Municipality and sampled three primary schools to establish whether copies of inspection reports were left at schools. We established the following;

In Mutojo Integrated P/S(urban) reports dated; 04/10/2022, 27/04/2023 and 07/07/2023, were left behind. In Mushanga P/S (semi-urban) reports dated; 15/11/2022, 19/04/2023 and 26/07/2023 were left at school and in Kabwohe Mixed P/S (rural) reports dated; 04/10/2022 and 17/03/2023, were left behind.

The MIS had submitted school inspection reports to DES and they were acknowledged received by DES as follows;

Term 3, 2022; 21/12/2022; Term 1, 2023, 06/06/2023 and Term2, 2023, 04/08/2023 respectively.

Routine oversight and monitoring

Maximum 10 points on this performance measure

e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0

The Municipal Council's Social Services Sectoral Committee met and discussed service delivery issues under the Education Sector in FY2022/23.

Evidence

Minutes for Social Services Sectoral Committee Meeting Held on 24 August 2022

19/SS/SMC/2022: Presentation and Discussion of Departmental Reports i.e. Challenges

1. Low Local Revenue- Lobby from Government and Private Partners for Funding
2. Delay of Capitation Grant
3. Lack of Transport for the Department
4. Absenteeism in Schools by both Teachers and Learners.
Recommendations- Minimise absenteeism. Intensify Monitor and Inspection
5. Understaffing
6. Price Fluctuation

Minutes for Social Services Sectoral Committee Meeting Held on 06 December 2022 i.e.Challenges

1. Lack of enough funds to support co-curricular activities
2. Delay of the release of funds for capital development.
Recommendations- Budget for co-curricular activities should be increased to promote games and sports
3. Wages for Secondary Teachers needed a supplementary budget to cater for the December 2022 Salary

Minutes of the Social Services Committee Meeting held on 03 May 2023

34/SS/SMC/2023: Presentation of Annual Budget Estimates for Games and Sports by the Education Department

1. A total of UGX 83,349,000 with each child proposed to pay UGX 3,025
2. Members recommended that Local Revenue be distributed to all sectors in better proportions
3. Members called upon all parents and stakeholders to fight against Homosexuality

11	<p>Mobilization of parents to attract learners</p> <p><i>Maximum 2 points on this performance measure</i></p>	<p>Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,</p> <p><i>score: 2 or else score: 0</i></p>	<p style="text-align: right;">2</p> <p>We obtained a report from events and/or meetings conducted to mobilize, attract and retain children at school dated 29/09/2023 that had activities held at Division levels and attended as follows.</p> <ol style="list-style-type: none"> 1. On 20th June 2023, Kabwohe Division with an attendance of 50 participants 2. On 21st June 2023, Kagango Division with an attendance of 66 participants 3. On 22nd June 2023, Kashozi Division with an attendance of 34 participants and 4. On 23rd June 2023, Sheema Central Division with an attendance of 56 participants <p>There was therefore evidence that, Sheema Municipal Council conducted activities to mobilize, attract and retain children at school.</p>
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Investment Management

12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards,</p> <p><i>score: 2, else score: 0</i></p>	<p style="text-align: right;">2</p> <p>We obtained a copy of the asset register for FY 2022/2023, to establish whether there was an up-to-date register that set out school facilities and equipment relative to basic standards, We established that the Municipal Council was compliant (100% accuracy).</p> <p>In the three sampled schools, we noted the information below;</p> <ul style="list-style-type: none"> — Mushanga Mixed P/S (semi-urban) there were five (5) classroom blocks with 12 classrooms; four (4) latrine blocks with 18 stances, 189 three-seater desks and one teachers house, accommodating six (6) teachers. — In Mutojo Integrated P/S (rural), there were, four (4) classroom blocks with 10 classrooms, (3) latrine blocks with 17 stances, 149 three-seater desks and no teacher’s house. — In Kabwohe Mixed P/S (urban) there were seven (7) classroom blocks with 15 classrooms, four(4) latrine blocks with 15 stances, 258 three-seater desks and no teachers house. <p>This information was corroborated with the consolidated Asset register at the Education Department office and both were in tandem.</p>
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12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP III; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, <i>score: 1 or else, score: 0</i></p>	<p>The Municipal Council provided evidence confirming that LG TPC conducted desk appraisals of all sector projects in the budget FY2022/23, prioritized projects were derived from the LG DPIII and eligible for expenditure as per sector guidelines and funding source.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. Construction of a two Classroom Block at Kihunda Primary School Phase I in Kagongo was derived from the DPIII Page 125. Desk appraisal completed on 6 October 2021 2. Construction of 2 Classroom Block at Rwembugu Primary School in Kabwohe Division was derived from the DPIII Page 125. Desk appraisal was completed on 6 October 2021 3. Construction of a 5 stance lined pit latrine at Kabwohe Mixed Priamry School in Kabwohe Division was derived from DPIII Page 125. Desk appraisal was completed on 6 October 2021 	1
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, <i>score 1 else score: 0</i></p>	<p>The Municipal Council provided evidence confirming that field appraisals of sector projects in FY2022/23 were conducted to establish their technical feasibility, environmental and social acceptability, and customized designs to suit site conditions.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. Field appraisal for the construction of a two Classroom Block at Kihunda Primary School Phase I in Kagongo was completed on 8 October 2021 2. Field appraisal for the construction of 2 Classroom Block at Rwembugu Primary School in Kabwohe Division was completed on 8 October 2021 3. Field appraisal for the construction of a 5-stance lined pit latrine at Kabwohe Mixed Primary School in Kabwohe Division was completed on 8 October 2021 	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i></p>	<p>The LG has no seed school.</p>	1

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p>	<p>There was evidence that the school infrastructure was approved by the Contracts Committee before the commencement of construction. Three procurement files were recorded to support the scoring of this indicator.</p>	1
			<p>>>> Completion of a 2-classroom block at Rwembugu P/S; Contract amount: UGX 49,539,788/=.</p>	
			<p>Minutes of contract committee decision were available dated 18/01/2023, and contract was approved under minute number: 28/CC/2022-2023.</p>	
			<p>>>> Completion of a 2-classroom block at Migina P/S; Contract amount: UGX 49,750,000/=.</p>	
			<p>Minutes of contract committee decision were available dated 18/01/2023, and contract was approved under minute number: 29/CC/2022-2023.</p>	
			<p>>>> Construction of a 5-stance lined pit latrine and urinal at Kabwohe mixed P/S; Contract amount: UGX 30,026,510/=.</p>	
			<p>Minutes of contract committee decision were available dated 17/01/2023, and contract was approved under minute number: 27/CC/2022-2023.</p>	
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. <i>score: 1, else score: 0</i></p>	<p>There was evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines.</p>	1
			<p>The LG presented a PIT for education projects that comprised of the municipal engineer, municipal education officer, municipal environmental officer, principal CDO, labour officer, and clerk of works. This was dated 9th July 2022, signed and stamped by the town clerk.</p>	
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES <i>Score: 1, else, score: 0</i></p>	<p>The LG constructed 2-classroom blocks at Rwembugu PS and Migina P/S and they were constructed as per standard technical designs provided by the MoES. <i>Note: The LG did not have a seed school.</i></p>	1

13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i>	The LG did not have a seed school in the previous FY.	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted <i>score: 1, else score: 0</i>	There was no evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., was conducted.	0
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, <i>score: 1, else score: 0</i>	A review of AWP and a sample of payment vouchers for payments to 3 contractors for education Infrastructure projects implemented in FY2022/23 revealed that the Municipal Council initiated and make timely payments to contractors as per contract and implementation results.	1

Evidence

Payments to contractors is recommended to be made 30 days after certification of works.

1. Request for Payment was made by M/s Muhwezi Abert Construction Ltd on 10 June 2023 for the construction of a 2-classroom block at Migina Primary School for UGX 17,883,390. The Municipal Education Officer recommended payment on 20 June 2023. Payment Certificate was prepared and signed by the Municipal Engineer, Education Officer, Principal Community Development Officer, and approved by the Accounting Officer on 20 June 2023. The payment was made on EFT No. 6433881 on 28 June 2023 i.e. This payment was made 8 days after certification of works.
2. Request for Payment was made by M/s Nuatu Consult Limited on 15 May 2023 for the construction of a 5-stance lined latrine and urinal at Kabwohe Mixed Primary School for UGX 28,248,763. The Municipal Education Officer recommended payment on 19 May 2023. Payment Certificate was prepared and signed by the Municipal Engineer, Education Officer, Principal Community Development Officer, and approved by the Accounting

Officer on 19 May 2023. Payment was made on EFT No. 5842191 on 13 June 2023 i.e. This payment was made 25 days after certification of works.

3. Request for Payment was made by M/s Rutaborwa Contractors Group Ltd on 22 May 2023 for the completion of a 2-classroom block at Rwembugu Primary School for UGX 49,539,788. The Municipal Education Officer recommended payment on 12 June 2023. Payment Certificate was prepared and signed by the Municipal Engineer, Education Officer, Principal Community Development Officer, and approved by the Accounting Officer on 8 June 2023. Payment was made on EFT No. 6442022 on 28 June 2023 i.e. This payment was made 20 days after certification of works.

13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, score: 1, else, score: 0	<i>The education department submitted the education procurement plan for the previous FY on 14/06/2022.</i> Items included: >>> Completion of a 2-classroom block at Migina P/S, budgeted for UGX 52,000,000/=. >>> Completion of a 2-classroom block at Rwembugu P/S, budgeted for UGX 52,000,000/=. >>> Construction of a 5-stance lined VIP latrine at Kabwohe mixed P/S, budgeted for UGX 30,000,000/=. >>> Etc.	0
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law score 1 or else score 0	The LG did not have a seed school.	1

Environment and Social Safeguards

14	<p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>	<p>Sheema MC had not established the grievance redress mechanism at the time of the assessment.</p>	0
15	<p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p>	<p>We obtained and reviewed evidence of the dissemination of the education guidelines to provide for access to land (without encumbrance), proper siting of schools, green schools and energy and water conservation. These were disseminated on 30th November 2022, to a total of 42 head teachers.</p> <p>In three samples schools of Mutojo Intergrated P/S (rural) Mushanga Mixed P/S (semi-urban) and Kabwohe Mixed P/s (urban). All had attended the dissemination and had a copy.</p>	3
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, score: 2, else score: 0</p>	<p>There was evidence that costed ESMPs were incorporated into the BoQs of education projects as thus;</p> <p>BoQs for the construction of five stance VIP latrine at Kabwohe primary schools had a costed ESMP of UGX: 250,000 incorporated therein.</p> <p>BoQs for completion of a 2-classroom block at Migina primary school had a costed ESMP of UGX: 400,000 incorporated therein.</p> <p>BoQs for completion of a 2 classroom block at Rwembugu primary school a costed ESMP of UGX: 400,000 incorporated therein.</p>	2

16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) If there is proof of land ownership, access of school construction projects, score: 1, else score:0</p>	<p>There was evidence of ownership of land for projects implemented under Education for the following schools;</p> <p>Migina Primary School- An agreement between Sheema MC and the school foundation body for the construction of a 2-classroom block dated 09/08/2022.</p> <p>Kabwohe Primary School- An agreement between Sheema MC and the school foundation body for the construction of a five-stance VIP latrine dated 19/10/2022.</p> <p>Rwembugu Primary School - Migina Primary School- An agreement between Sheema MC and the school foundation body for the construction of a 2-classroom block dated 03/02/2022.</p>	1
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, score: 2, else score:0</p>	<p>Support supervision and monitoring for projects under Education was done once and not monthly per assessment requirement.</p> <p>Construction of 5 stance lined pit latrine at Kabwohe Primary School was carried out per the monthly report dated 17/05/2023.</p> <p>Construction of a 2 classroom block at Migina Primary School was carried out per the monthly report dated 17/05/2023.</p> <p>Completion of a 2 classroom block at Rwembugu Primary School was carried out per the monthly report dated 25/02/2023.</p>	0
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>d) If the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments</p> <p><i>Score: 1, else score:0</i></p>	<p>There was evidence that the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments;</p> <p>E&S compliance certification for the construction of 5 stance lined pit latrine at Kabwohe Primary School was prepared on 18/05/2023 and payment to the contractor was made on 13/06/2023.</p> <p>E&S compliance certification for construction of a 2 classroom block at Migina Primary School was prepared on 20/06/2023 and payment to the contractor was made on 28/06/2023.</p> <p>E&S compliance certification for the completion of a 2 classroom block at Rwembugu Primary School was prepared on 24/05/2022 and payment to the contractor was made on 28/06/2023.</p>	1

**Health
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>New_Outcome: The LG has registered higher percentage of the population accessing health care services.</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If the LG registered Increased utilization of Health Care Services (focus on total deliveries.</p> <ul style="list-style-type: none"> • By 20% or more, score 2 • Less than 20%, score 0 	<p>The LG did not register an increment in utilization of health care services in deliveries as required by the procedure. The sampling done from all the Health facilities conducting deliveries from the health unit annual reports (HMIS 107) for financial years 2021/2022 and 2022/2023 indicated -10 %.</p> <p>In the financial year 2021-2022, total deliveries amounted to 3122 and in the financial year 2022-2023, total deliveries amounted to 2807.</p> <p>(2807-3122) divided by 3122, and then multiplied by 100, which equaled to -10%.</p>	0
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the average score in Health for LLG performance assessment is:</p> <ul style="list-style-type: none"> • 70% and above, score 2 • 50% - 69%, score 1 • Below 50%, score 0 	<p>The LG average score in the Health LLG performance assessment for 2023 was 60%.</p>	1
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. If the average score in the RBF quality facility assessment for HC IIIs and IVs previous FY is:</p> <ul style="list-style-type: none"> • 75% and above; score 2 • 65 - 74%; score 1 • Below 65; score 0 	<p>This indicator was not applicable</p>	0

3	Investment performance: The LG has managed health projects as per guidelines.	a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.	A review of the Annual Budget Performance Report and Annual Budget Estimates for FY2022/23 revealed that the Municipal Council Health Development Grant was budgeted and spent on ineligible activities as per the Health Grant and Budget Guidelines.	0
	Maximum 8 points on this performance measure		Evidence	
			Total Development Grants UGX 982,862,000	
			<ol style="list-style-type: none"> 1. Newspapers - Adverts (Procurement) UGX 3,000,000 i.e. not included in the list of eligible activities/Service delivery infrastructure, equipment nor investment servicing costs 2. Equipment - Medical Instruments UGX 19,000,000 3. Other Structures - Construction Works to Upgrade Migina HII to HCIII UGX 885,862,000 4. Commitment Fees- Upgrade of Kashozi HCII to HCIII UGX 75,000,000 	
3	Investment performance: The LG has managed health projects as per guidelines.	b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0	The Municipal Engineer, Community Development Officer, and Environment Officer certified works implemented by the Health Department in FY2022/23. However, the Municipal Health Officer did not certify works before payments were made to contractors in FY2022/23.	0
	Maximum 8 points on this performance measure		Evidence	
			Request for Payment was made by M/s Cream General & Technical Services Ltd on 10 May 2023 for the upgrade of Migina HCIII to HCIII for UGX 206,739,567. The Municipal Health Officer recommended payment on 16 May 2023. Payment Certificate was prepared and signed by the Municipal Engineer, Principal Community Development Officer, and approved by the Accounting Officer and approved by Accounting Officer on 16 May 2023. The payment was made on 28 June 2023 EFT NO. 6425057.	

3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0</p>	<p><i>The LG had only one (01) health infrastructure investment project in the previous FY:</i></p> <p>>>> Upgrade of Migina HC II to HC III; Contract reference number: MoH-UgIFT/WRKS/2022-2023/00001/Lot 19; the contract amount as per contract agreement is UGX 916,097,732/=.</p> <p>According to the procurement plan dated 6/09/2022 received by PPDA 8/09/2022, the amount was UGX 885,862,466/=. <i>The variation in the contract price was +3.413% of the MoWT Engineer's estimate.</i></p>	2
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY</p> <ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 	<p>According to the contract agreement, the contract was signed on 9/01/2023 for Migina HC II upgrade to HC III.</p> <p><i>The annual budget performance report for the previous FY was not availed to determine whether health projects where contracts were signed were completed.</i></p> <p>Note: <i>The LG had one (01) health infrastructure project, that is, Upgrade of Migina HC II to HC III; Contract reference number: MoH-UgIFT/WRKS/2022-2023/00001/Lot 19; the contract amount as per contract agreement is UGX 916,097,732/=. No reports were availed to track percentage completion by the end of the FY.</i></p>	0
4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure</p> <ul style="list-style-type: none"> • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0 	<p>The approved structure for HCIV and HC III facilities provides for staffing levels as follows: (i) HC IIIs – 19 and (ii) HC IVs – 49. A review of the data provided revealed that Sheema MC has one HC IV and three HC IIIs. The total number of staff found in-post at the time of assessment was seventy-nine (79) against the expected staffing of one hundred-six for the four facilities. Therefore, the total staffing level at HCIII at the time of assessment was found to be 75.4%.</p> <p>The following staffing levels were found:</p> <p>HC IV:</p> <ol style="list-style-type: none"> 1. Kabwohe HC IV - 43/49(88%) <p>HC III</p> <ol style="list-style-type: none"> 1. Kihunda HC III- 15/19 (78%) 2. Kitojo HC III - 12/19 (63%) 3. Kashozi HC III- 10/19 (53%) 	1

4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.</p> <p>• If 100 % score 2 or else score 0</p>	<p>From the inventory of existing and newly constructed health facilities, there was evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.</p>	2
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Performance Reporting and Performance Improvement

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>There was evidence that the information on positions of health workers filled was accurate. This was evidenced on the deployment staff lists from the MHO of 1st December 2023 and that on the staff lists and attendance registers at the 3 sampled health facilities of Kabwohe HC IV, Kihunda Health centre III and Kitojo Health centre III as indicated below;</p> <ol style="list-style-type: none"> 1. At Kabwohe HC IV, 43 out of 49 staff were indicated on the deployment list at the MHO's office corresponded to the 43 staff list of 1st December 2023. 2. At Kihunda HC III, 15 out of 19 staff were indicated on the deployment list at the MHO's office which corresponded to the 15 staff list of 30th November 2023 3. At Kitojo HC III, 12 out of 19 staff was indicated on the deployment list at the MHO's office corresponding to the 12 staff list dated 4th December 2023. 	2
5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>There was evidence that the health sector had an upgrade under the financial previous year assessed. Migina health centre II was upgraded to health center III as evidenced on the PBS report.</p>	2

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>a) Health facilities prepared and submitted Annual Workplans & budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>There was evidence that the Health facilities prepared and submitted Annual Work plans and budgets to the MHO for the previous financial year. The sampled health facilities of Kihunda, Kitojo and Kabwohe Health facilities submitted as follows;</p> <ol style="list-style-type: none"> 1. Kihunda HC III submitted on 20th March 2023 2. Kitojo HC III submitted on 27th March 2023 and; 3. Kabwohe HC IV submitted on 29th March 2023 <p>All the submissions were by 31st March which was within the timeline and also conformed to the prescribed formats.</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>There was evidence that the sampled Health facilities prepared and submitted to the MHO Annual Budget Performance Reports for the previous FY.</p> <ol style="list-style-type: none"> 1. Kitojo HC III submitted on 30th June 2023, signed by the in-charge, HUMC chairman and approved by the MHO 2. Kihunda HC III submitted on 30th June 2023, signed by the in-charge and HUMC chairman and; 3. Kabwohe HC IV submitted on 6th July 2023 signed by the HUMC chairman and in-charge <p>The submissions complied to The timeline submission by July 15th of the current FY as per the Budget and Grant Guidelines</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>There was evidence that the health facility improvement plans incorporated performance issues. This was evidenced from the submissions of the sampled health facilities below;</p> <ol style="list-style-type: none"> 1. Kitojo HC III submitted on 30th June 2023 2. Kihunda HC III submitted on 30th June 2023 and 3. Kabwohe HC IV submitted on 30th June 2023 <p>The performance issues were identified from the MHMT reports indicated timely report submission, timely work plan/budget submissions, late coming of staff on duty, extorting money from the patients and proper use of PHC funds.</p>	2

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,</p> <ul style="list-style-type: none"> • score 2 or else score 0 	<p>Not all the health facilities submitted monthly 105 HMIS and quarterly HMIS reports timely and up to date (7 days following the end of each month and quarter) as evidenced on the monthly and quarterly reports for the 3 sampled health facilities of Kabwohe, Kihunda and Kitojo were indicated as below;</p> <p>Kabwohe health centre IV submitted as follows; 6th August, 7th September, 7th October, 6th November, 7th December, 7th January, 6th February, 5th March, 6th April, 5th May, 6th June and 7th July</p> <p>Kihunda health centre III submitted as follows; 4th August, 5th September, 5th October, 7th November, 6th December, 5th January, 3rd February, 6th March, 4th April, 5th May, 5th June and 5th July</p> <p>Kitojo health center III submitted as follows; 4th August, 2nd September, 6th October, 3rd November, 6th December, 4th January, 2nd February, 6th March, 11th April, 5th May, 6th June and 6th July</p> <p>The submissions of Kitojo HC III report of March was not timely as it was submitted on 11th April 2023 which was beyond the 7th date.</p>	0
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0</p> <p>Note: Municipalities submit to districts</p>	<p>The indicator was not applicable</p>	0
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0</p>	<p>The indicator was not applicable</p>	0
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>The Municipal Council provided evidence confirming that the Health Department compiled and submitted timely Quarterly Budget Performance Reports for FY2022/23 to the Planner for consolidation.</p> <p>Evidence</p> <p>Q1BPR FY2022/23 was submitted on 29 October 2022 i.e. within 30 days after the end of the quarter.</p> <p>Q2 BPR FY2022/23 was submitted on 18 January 2023 i.e. within 30 days after the end of the quarter.</p> <p>Q3 BPR FY2022/23 was submitted on 23 April 2023 i.e. within 30 days after the end of the quarter.</p> <p>Q4 BPR FY2022/23 was submitted on 25 July 2023 i.e. within 30 days after the end of the quarter.</p>	1
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Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.

Maximum 14 points on this performance measure

h) Evidence that the LG has:

i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0

There was evidence that the LG developed a Performance Improvement Plan (PIP). This was evidenced from the LG PIP submission dated 7th July 2023. The improvement plans and the PIP implementation reports indicated 11 facilities as the weak performing health facilities. These included; Kabwohe HC IV, Kihunda HC III, Kashozi HC III, Kitojo HC III, Karera HC II, Migina HC II, Rwamijopojo HC II, Kiziba HC II, Kyabandara HC II and Rushozi HC II.

The facilities were identified as weak performing health facilities in the indicators below,

1. Un displayed data and other relevant information on the notice board at Kiziba HC III. The facility in-charge urged to follow up.
2. The road passing through the facility compound at Kyabandara was a security threat. The Town Clerk and the MHO ensured that a diversion was made for the road to pass at the lower end and bottom of the facility.
3. Incomplete nutrition assessment of the under five years in OPD and poor register documentation of nutrition assessment at Kabwohe HC IV. The MHO and in-charge to deliver nutrition measuring tapes and weighing scales.
4. Low immunization performance (category 3) at Kihunda HC III. The facility in-charge to plan under the RBF funds

Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.

Maximum 14 points on this performance measure

ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0

There was evidence that the LG implemented Performance Improvement Plan for the lowest performing health facilities The improvement plans and the PIP implementation reports indicated Kabwohe HC IV, Kihunda HC III, Kashozi HC III, Kitojo HC III, Karera HC II, Migina HC II, Rwamijopojo HC II, Kiziba HC II, Kyabandara HC II and Rushozi HC II as the weak performing health facilities

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0</p>	<p>The evidence indicated that the LG did not budget for health workers following guidelines / staffing norms. Under the LG approved estimates, the LG budgeted for the 109 health workers instead of 169. The total number of posts on the approved was 169 on the approved structure. This indicated that (169-109) =60 staff who were not budgeted for.</p> <p>The staffing norms included;</p> <ol style="list-style-type: none"> 1. MHOs office staff deployed 3 out of 9 2. 1 HC IV staff deployed 43 out of 49 3. 3 HC IIIs staff deployed 37 out of 57 4. 6 HC IIs staff deployed 26 out 54 <p>Total deployed =109 out of 169 staff.</p>	0
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7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0</p>	<p>Not all health facilities deployed health workers as per guidelines 8 of the 10 assessed facilities did not have at least 75% as staff required in accordance with the staffing norms. The staff lists of the assessed facilities against the staffing norms were;</p> <ol style="list-style-type: none"> 1. Kabwohe HC IV had 42/49=88% 2. Kihunda HC III had 15/19=79% 3. Kitojo HC III had 12/19=63% 4. Kashozi HC III had 10/19=52% 5. Rushozi II had 5/9=55% 6. Migina HC III had 5/9=55% 7. Rwamujojo HC II had 4/9=44% 8. Kyabandara HC II had 4/9=44% 9. Kaziba HC II had 4/9=44% 10. Karera HC II had 4/9=44% <p>Kitojo, Rusozi, Migina, Rwamujojo, Kyabandara, Kaziba, Karera and Kashozi staffing did not conform to the 75% guidelines.</p>	0
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Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).

Maximum 9 points on this performance measure

b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0

There was evidence that the health workers were working in health facilities where they were deployed. The reviewed Health workers' staff lists, facility attendance book/register (DHMT supervision/ monitoring reports; Automated Attendance Analysis (AAA) indicated that the health workers were working where they were deployed as reflected from the 3 sampled facilities below;

This was evidenced on the deployment staff lists from the MHO of 1st December 2023 and that on the staff lists and attendance registers at the 3 sampled health facilities of Kabwohe, Kihunda and Kitojo as indicated below;

1. At Kabwohe HC IV , 43 out of 49 staff were indicated on the deployment list at the MHO's office corresponded to the 43 staff list of 1st December 2023 that was pinned on the notice board and on the walls at the facility
2. At Kihunda HC III, 15 out of 19 staff were indicated on the deployment list at the MHO's office which corresponded to the 15 staff list of 30th November 2023 that was pinned at the Health facility notice board and the walls in the office of the in-charge.
3. At Kitojo HC III, 12 out of 19 staff were indicated on the deployment list at the MHO's office corresponding to the 12 staff list dated 4th December 2023 that was pinned at the Health facility notice board.

Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).

Maximum 9 points on this performance measure

c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0

There was evidence that the LG had publicized health worker's deployment and disseminated as evidenced by the display of the list of deployed health workers on health facilities notice boards. The displayed lists of the health facilities visited indicated the name of the facility, name of the staff, cadre, and gender among others as they appeared on the health facility notice boards

1. At Kabwohe Health center IV, the 43 staff list of 1st December 2023 was pinned on the notice board inside the clinical room
2. At Kahindo Health center III, the 15 staff list of 30th November 2023 was pinned at the Health facility notice board and the walls of the in-charge's office
3. At Kitojo Health center III, the 12 staff list dated 4th December 2023 was pinned at the Health facility notice board and clinical walls

Performance management: The LG has appraised, taken corrective action and trained Health Workers.

Maximum 6 points on this performance measure

a) Evidence that the DHO/MMOHs has:

i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0

Sheema MC has 10 health facilities. Nine Health facility In-charges files were provided at the time of assessment and were found to be appraised as hereunder. Two In-charges were found not duly appraised thereby not meeting the scoring threshold.

1. Mugyerwa Gerald, Enrolled Nurse, In-Charge Kiziba HC III, appraised 26th June 2023.
2. Kyompairwe Franciska, Clinical Officer, In-Charge Kitojo HC III, appraised 29th June 2023.
3. Birungi Daniel, Enrolled Nurse, In-Charge Kyabandara HC II, not duly appraised.
4. Mayengo Horace, Senior Medical Officer, In-Charge Kabwohe HC IV, not duly appraised.
5. Musiimenta Doreen, Enrolled Midwife, In-Charge Migina HC II, appraised 26th June 2023.
6. Byarugaba Emmanuel, Clinical Officer, In-Charge Kihunda HC III, appraised 27th June 2023.
7. Nabirye Rebecca, Enrolled Nurse, In-Charge Rushozi HC II, appraised 30th June 2023.
8. Matsiko Sulat, Enrolled Nurse, In-Charge Karera HC II, appraised 29th June 2023.
9. Tumuhame Winnie, Enrolled Nurse, In-Charge Rwamujojo HC II, appraised 24th June 2023.

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0</p>	<p>Sheema MC Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO as shown hereunder.</p> <ol style="list-style-type: none"> 1. Nimusiima Doreen, Enrolled Midwife, Kabwohe HC IV, appraised 26th June 2023. 2. Orimwesiga Chrisperia, Enrolled Midwife, Kihunda HC III, appraised 30th June 2023. 3. Kyamapaire Dativah, Enrolled Midwife, Kuhunda HC III, appraised 30th June 2023. 4. Muniru Silagio, Askari, Rushozi HC II, appraised 30th June 2023. 5. Bahumwire Patience, Enrolled Nurse, Kabwohe HC IV, appraised 26th June 2023. 6. Kabacaaki Carolyne, Enrolled Nurse, Kabwohe HC IV, appraised 30th June 2023. 7. Kemizaano Provia, Enrolled Midwife, Kitojo HC III, appraised 23rd June 2023. 8. Kwikiliza Pearl Agatha, Enrolled Midwife, Kitojo HC III, appraised 29th June 2023. 9. Ayesimiire Leah, Enrolled Nurse, Kabwohe HC IV, appraised 30th June 2023. 10. Namirembe Alex, Medical Lab Technician, Kabbwohe HC IV, appraised 26th June 2023. 	1
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>iii. Taken corrective actions based on the appraisal reports, score 2 or else 0</p>	<p>Sheema MC Ag. Municipal Health Officer was found to be taking corrective actions as found in reviewed Monitoring and Support Supervision reports for the year under review. e.g. in the Q3 report dated 13th April 2013 at Kihunda HC II staff were found not be capturing critical data like weights and Mid, Upper Arm Circumference (MUACs). They were supported through technical backstopping on the importance of this data and how to best capture it including sourcing more gadgets from Kabwohe HC IV to meet the required targets.</p>	2

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>There was evidence that the LG conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District. The Health department had a CPD training plan and database dated 26th October 2023 indicated the training activity reports as implemented below;</p> <ol style="list-style-type: none"> 1. Training of health workers on (IPC) Infection Prevention and Control-Quality improvement (QI) dated 30th June 2023 2. Training of health workers on (NCDs) Non-communicable Diseases dated 21st May 2023 3. Training of health workers on medical waste management dated 21st March 2023 	1
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8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>There was evidence that the LG documented the implemented health workers' trainings in the training data base as dated 26th October 2023. It included the name of trained health worker, the date of training, the type of training, the training body and the venue.</p>	1
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Management, Monitoring and Supervision of Services.

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>Despite the fact that all the health facilities did not miss PHC for all the quarters in the 2022/2023 FY, the Town clerk did not write to the permanent secretary MOH confirming the correctness of the of the lists of the facilities that accessed PHC-NWR grants. Therefore, no evidence was availed to the assessment team during the assessment time.</p>	0
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9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p>	<p>A review of Budget Estimates FY2022/23 revealed that the Municipal Council allocated less than 15% of PHC NWR Grant for Lower Level Facilities FY2022/23 towards monitoring service delivery and management of LG Health services.</p>	2
	<p>Maximum 9 points on this performance measure</p>		<p>Evidence</p>	
			<p>DHO Allocation for monitoring service delivery & management of LG Health Services UGX 10,393,680</p>	
			<p>PHC NWR UGX 102,298,579+4,958,102= UGX 107,256,681</p>	
			<p>Calculation</p>	
			<p>DHO Allocation/PHC NWR*100</p>	
			<p>10,393,680/107,256,681*100=9.6% (i.e. this is less than the 15% maximum allowed in Sector Grant Guidelines)</p>	
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p>	<p>A review of PBS timestamps from MoFPED of LG warrant submissions of PHC NWR to Health Facilities revealed that the Municipal Council in FY2022/23, warranted more than 5 working days after cash limits were communicated by the PS/ST.</p>	0
	<p>Maximum 9 points on this performance measure</p>		<p>Evidence</p>	
			<p>Q1 FY2022/23. Cash limit communication on 08 July 2022. LG warranted on 08 August 2022 i.e. 5+ working days</p>	
			<p>Q2 FY2022/23. Cash limit communication on 30 Sept 2022. LG warranted on 17 October 2022 i.e. 5+ working days</p>	
			<p>Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG warranted on 18 January 2023 i.e. 5+ working days</p>	
			<p>Q4 FY2022/23. Cash limit communication on 06 April 2023. LG warranted on 25 April 2023 i.e. 5+ working days</p>	
			<p>Note: Information on cash limit uploads by MoFPED could not accessed.</p>	
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of receipt of the funds release in each quarter, score 2 or else score 0</p>	<p>A review of transfers to 3 health facilities sampled from the LG Cost Centre List & LLG allocation release provided by MoFPED revealed that the Municipal Council communicated PHC NWR grant releases for FY2022/23 to health facilities before releasing the grants.</p>	0
	<p>Maximum 9 points on this performance measure</p>		<p>Evidence</p>	
			<p>MIGINA HEALTH CENTRE II</p>	
			<p>Q1 FY2022/23. EFT No. 722281 was dated</p>	

25 August 2022. Communication made on 08 August 2022 i.e. Communication made before the release of funds.

Q2 FY2022/23. EFT No.1660902 was dated 27 October 2022. Communication made on 19 October 2022 i.e. Communication made before the release of funds.

Q3 FY2022/23. EFT No. 3636109 was dated 02 February 2023. Communication made on 9 February 2023 i.e. Communication made before the release of grants.

Q4 FY2022/23. EFT No. 5328652 was dated 18 May 2023. Communication made on 24 April 2023 i.e. Communication made before the release of grants.

KIHUNDA HEALTH CENTRE III

Q1 FY2022/23. EFT No. 740245 was dated 25 August 2022. Communication made on 08 August 2022 i.e. Communication made before the release of funds.

Q2 FY2022/23. EFT No. 1811143 was dated 01 November 2022. Communication made on 19 October 2022 i.e. Communication made before the release of funds.

Q3 FY2022/23. EFT No. 3639808 was dated 02 February 2023. Communication made on 9 February 2023 i.e. Communication made before the release of grants.

Q4 FY2022/23. EFT No. 5332085 was dated 18 May 2023. Communication made on 24 April 2023 i.e. Communication made before the release of grants.

KABWOHE HEALTH CENTRE IV

Q1 FY2022/23. EFT No. 675066 was dated 25 August 2022. Communication made on 08 August 2022 i.e. Communication made before the release of funds.

Q2 FY2022/23. EFT No. 1622761 was dated 27 October 2022. Communication made on 19 October 2022 i.e. Communication made before the release of funds.

Q3 FY2022/23. EFT No. 3605831 was dated 02 February 2023. Communication made on 9 February 2023 i.e. Communication made before the release of grants.

Q4 FY2022/23. EFT No. 5317081 was dated 18 May 2023. Communication made on 24 April 2023 i.e. Communication made before the release of grants.

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p>	<p>Despite the fact that the LG publicized all the quarterly financial releases to all health facilities, quarter 3 publication was beyond the 5 working days from the date of receipt of the expenditure limits from MoFPED. These were posted on DHOs and the MHO and visited health facility notice boards as noted below;</p>	0
	<p>Maximum 9 points on this performance measure</p>		<ol style="list-style-type: none"> 1. Q1 posted on 8th August 2022 as released on 08 August 2022- 5 working days 2. Q2 posted on 19th October 2022 as re;eased on 17 October 2022 - 5 working days 3. Q3 posted on 9th February2023 as released on 18 January 2023, 5+ working days 4. Q4 posted on 24th April 2023 as released on 25 April 2023 - 5 working days 	
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p>	<p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>	<p>There was evidence that the LG health department implemented the actions recommended by the MHMT quarterly performance review meetings held during the previous FY. The recommendations and follow up actions as extracted from quarter 4 of the MHMT minutes dated 14th July 2023 implementation report included among others;</p>	2
	<p>Maximum 7 points on this performance measure</p>		<ol style="list-style-type: none"> 1. The late submission of reports has led to poor performance of the key indicators. The action was laid to all health facilities through the in-charges and data person to ensure timely reporting. 2. Delays in submission of work plans, budgets and performance improvement plans that led to poor planning and activity implementation. All in-charges were urged to prepare and submit on time. 3. Late coming of staff on duty. Staff arrival books were to be closely monitored by all the facility in-charges for compliance. <p>These recommendations were implemented as evidenced from the quarterly review meeting minutes and implementation reports dated;</p> <ol style="list-style-type: none"> 1. Q1 dated 20th September 2022 2. Q2 dated 6th January 2023 3. Q3 dated 14th April 2023 and 4. Q4 dated 14th July 2023 	

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>There was evidence that the LG performance review meetings involved all health facilities in charges, implementing partners, MHMTs and key LG departments. This was evidenced from the attached attendances of the minutes of the meetings held on;</p> <ol style="list-style-type: none"> 1. Q1 dated 20th September 2022 had 23 participants 2. Q2 dated 6th January 2023 had 20 participants 3. Q3 dated 14th April 2023 had 27 participants and 4. Q4 dated 14th July had 23 participants <p>The participants included all Health Facility In-charges, focal persons, Implementing partners and the District Health Team</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>There was evidence that the LG supervised 100% of HC IVs and PNFs receiving PHC grant at least once every quarter in the previous FY. This was evidenced from the quarterly support supervision reports as indicted below;</p> <ol style="list-style-type: none"> 1. Quarter one supervision report dated 28th October 2022 2. Quarter two supervision report dated 4th January 2023 3. Quarter three report dated 13th April 2023 and; 4. Quarter four report dated 23rd July 2023 <p>Some of the recommendations sited from quarter 2 report of 4th January 2023 included;</p> <p>At Kabwohe HC IV, the following were recommended;</p> <ol style="list-style-type: none"> 1. Display all the necessary documents on the notice board and budget well the PHC funds were recommended 2. Organising the drug store, follow the first expiry first out (FEFO) method and regular display of the staff list 3. Submitting the required documents on time and staff putting on uniforms regularly. 	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <ul style="list-style-type: none"> • If not applicable, provide the score 	<p>There was evidence that MHT ensured that the Health Sub District (HSD) carried out support supervision of lower level health facilities within the previous FY. This was evidenced from the joint HSD Support Supervision and Monitoring visit reports as indicated below;</p> <ol style="list-style-type: none"> 1. Q1 report dated 5th September 2022 2. Q2 report dated 15th November 2022 3. Q3 report dated 27th February 2023 and, 4. Q4 report dated 19th April 2023 2023 <p>The feedback from the LG Health department to HSDs as noted from the quarter one supervision of 5th September 2022 included;</p> <ol style="list-style-type: none"> 1. Staff sharing the toilet with the community at Muzira HC II. The HUMC chairperson was to take immediate action. 2. Not recording of ANC registers as per the guidelines at Migina HC II. The MHO and the data person were tasked and followed up. 3. Not connected to the national electric grid at Kiziba HC II. The HUMC and MHO followed up
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10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>	<p>There was evidence that corrective actions were made as evidenced from the HSD supervision reports</p> <ol style="list-style-type: none"> 1. Staff sharing the toilet with the community at Muzira HC II. The HUMC chairperson was to take immediate action by discussing this issue in the performance review meeting for better planning. 2. Not recording of ANC registers as per the guidelines at Migina HC II. The MHO and the data person were tasked followed up by mentoring the staffs for quality data. 3. Not connected to the national electric grid at Kiziba HC II. The HUMC and MHO followed up
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10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>There was evidence that the LG provided support to all health facilities in the management of medicines and health supplies in FY 2022/2023. These reports from the joint support supervision where medicine supervision was inclusive indicated that guidance was given to health facility in-charges on secure, safe storage and disposal of medicines and health supplies</p> <p>The feedback and guidance given to the in-charges as noted from the 30th September report included;</p> <ol style="list-style-type: none"> 1. Arranged for re-distribution of medicines for the facilities that had stock outs 2. Staff were mentored on how to fill the stock cards 3. Planed for collection of expired items to the district store for NMS collection 4. Ensured to the in-charges to perform monthly physical counts <p>This was evidenced from the quarterly supervision and monitoring reports of;</p> <ol style="list-style-type: none"> 1. Q1 dated 30th September 2022 2. Q2 dated 31st December 2022 3. Q3 dated 31st March 2023 4. Q4 dated 30th June 2023 	1
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0</p>	<p>The Municipal Council allocated more than 30% of the Health office budget to health promotion, education, and prevention (Community Health) activities.</p> <p>Evidence</p> <p>DHO Budget UGX 24,433,594</p> <p>DHO Budget FY2022/23 allocated to health promotion and prevention activities</p> <p>30 May 2023 Fuel for Garbage Monitoring UGX 735,120</p> <p>15 May 2023 Transport Facilitation for School Health Promotion UGX 760,000</p> <p>22 May 2023 Purchase of Cleaning Material UGX 211,500</p> <p>15 May 2023 Airtime for Sanitation Related Activities UGX 240,000</p>	2

15 May 2023 Refreshments during Sanitation Days UGX 300,000

15 May 2023 Facilitation to carry out Advertisement during Sanitation Days UGX 75,000

06 March 2023 Fuel for Garbage Collection, supervision, and monitoring UGX 735,350

09 February 2023 Refreshment during Sanitation Days UGX 240,000

09 February 2023 Advertisement during sanitation-related activities UGX 75,000

22 December 2022 Fuel for Garbage monitoring UGX 499,850

28 October 2022 Carry out school health inspection and promotion UGX 1,000,000

03 October 2022 Airtime Facilitation UGX 240,000

28 October 2022 Refreshment during sanitation days UGX 250,000

28 October 2022 Airtime Facilitation to carry sanitation-related activities UGX 240,000

28 October 2022 Fuel facilitation for garbage collection UGX 969,680

09 February 2023 Transport during school health inspection and promotion UGX 740,000

09 February 2023 Airtime Facilitation UGX 240,000

29 September 2022 Advertisement during Sanitation Improvement Days UGX 75,000

29 September 2022 School Health Inspection & Health Education UGX 500,000

Total UGX 8,126,500

Allocations/DHO Budget*100=

$8,126,500/24,433,594*100= 33.3\%$ i.e. (more than 30% as per guidelines)

11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p>	<p>b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0</p>	<p>There was evidence that the MHT implemented health promotion, disease prevention and social mobilization activities. These activities were evidenced from the Health promotion reports and minutes below;</p>	1
	<p>Maximum 4 points on this performance measure</p>		<ol style="list-style-type: none"> 1. Conducted a community health dialogue as reported on 16th June 2023 2. Conducted malaria prevention and awareness campaigns as reported on 31st March 2023, 30th March 2023 and 29th December 2022. 3. Conducted school education and promotion activities as reported on 29th December 2022 and 28th March 2023. 4. Conducted home improvement on sanitation awareness as reported on 30th September 2022 5. Conducted radio and TV talk shows on UBC west as noted on 31st January 2023. 	
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p>	<p>c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0</p>	<p>There was evidence that the District health team followed up the actions on health promotion and disease prevention from the progress reports and minutes of the conducted health promotion activities. The follow up actions included;</p>	1
	<p>Maximum 4 points on this performance measure</p>		<ol style="list-style-type: none"> 1. The massive malaria prevention and awareness campaigns of the entire community impacted into community awareness, prevention and control measures for reduced prevalence rates. 2. Involvement of all church leaders into community dialogues helped to extend the information to the believers and community 3. Contribution towards environmental and home cleaning to reduce breeding places for mosquitos. 4. Formulation of sanitation days where everyone should be involved in the cleaning exercise. 	

Investment Management

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>	<p>There was evidence that the LG had an updated asset register that set out the health facilities and equipment relative to basic standards as per the format. The asset register for the financial year 2022/2023 was dated 2nd July 2023. This asset register detailed health facilities and equipment in the LG, relative to the medical equipment list and service standards</p>	1
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDPIII);</p> <p>(ii) desk appraisal by the LG; and</p> <p>(iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG));</p> <p>score 1 or else score 0</p>	<p>The Municipal Council provided evidence confirming that desk appraisals for all Health sector projects implemented in FY2022/23 were conducted, the prioritized projects were derived from the LG DPIII and eligible for expenditure as per sector guidelines and funding source.</p> <p>Evidence</p> <p>Upgrade of Migina HCII to HCIII in Kagango Division was derived from DPIII Page 125. Desk appraisal completed on 6 October 2021</p>	1
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>The Municipal Council provided evidence confirming that field appraisals for the Health sector projects implemented in FY2022/23 were conducted to establish their technical feasibility, environmental and social acceptability, and customized designs.</p> <p>Evidence</p> <p>Field appraisal for the upgrade of Migina HCII to HCIII in Kagango Division was completed on 8 October 2021</p>	1

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>There was evidence that the one health facility investment for the previous FY was screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist as thus;</p> <p>The upgrade of Migina HC II to HC III was screened for the environment and social safeguards on 18/04/2022 with a costed ESMP of UGX: 48,146,000.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>a. Evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p>	<p>There was evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans. The procurement plan was dated 28/04/2023 and submitted on 28/04/2023 .</p> <p>Items included:</p> <p>>>> <i>Construction of a staff house at Kashozi HC III, budgeted for UGX 69,151,249/=</i></p> <p>>>> <i>Small office equipment, budgeted for UGX 1,576,000/=.</i></p> <p>>>> <i>Telecommunications, budgeted for UGX 2,880,000/=.</i></p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>b. If the LG Health department submitted procurement request form (Form PP1) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0</p>	<p>The following forms were availed:</p> <p>>>> Procurement of fuel for supervision of HIV related activities in the municipality, budgeted for UGX 249,700/= (Form PP1 dated 15/8/2023)</p> <p>>>> Supply of fuel for garbage monitoring, supervision during collection and disposal, budgeted for UGX 559,988/= (Form PP1 dated 14/8/2023)</p>	1
<p>Maximum 4 points on this performance measure</p>	<p>Maximum 10 points on this performance measure</p>	<p>Maximum 10 points on this performance measure</p>		

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>	<p>There was evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction.</p> <p>The LG had one (01) health infrastructure investment in the previous FY.</p> <p>>>> <i>Upgrade of Migina HC II to HC III; Contract amount UGX: 916,097,732/=; Contracts Committee approved the contract from Ntungamo, and Solicitor General cleared the contract on 30/11/2022, reference number: DLAS/MBR/120/2022.</i></p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The LG presented the PIT for Migina upgrade from HC II to HC III with the following members: Ag. Engineering officer, Ag. Municipal health officer, CDO, labour officer, environment officer, and clerk of works - dated 18/01/2023, issued by the town clerk - signed and stamped.</p> <p>Note: The LG had only one health infrastructure project.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>At the time of assessment, the Migina HC II upgrade to HC III facilities were in completion stage, and finishing works were on-going. The facilities were done as per standard technical designs issued by MoH and were satisfactory.</p> <p>The facilities constructed/installed were maternity ward, 2-unit staff houses, placenta pit, medical waste pit, 4-stance VIP latrine, and solar security lights. These were satisfactory constructed with commendable finishing works.</p> <p>Room sizes, walling, and roof structure were done as per specifications and MoH standard designs.</p>	1

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the Clerk of Works maintained daily records that were consolidated weekly to the District Engineer in copy to the DHO, for Migina HC II upgrade to HC III health infrastructure project (the only health project constructed in the previous FY).</p> <p>The daily records were consolidated weekly to the engineer, in copy to the DHO. Starting from 7th March 2023, through July, to 1st September 2023, reports were availed.</p> <p>Conclusion</p> <p>The reports were satisfactory.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility, the Community Development and Environmental officers: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was no evidence that the LG held monthly site meetings by project site committee: chaired by the Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility, the Community Development and Environmental officers.</p> <p>Only two (02) site meetings were conducted on 18/04/2023 and 5/06/2023 as evidence from the site visitors' book, reports, and site meeting minutes/attendance lists. The project implementation team (PIT) for Migina upgrade from HC II to HC III had the following members: Ag. Engineering officer, Ag. Municipal health officer, CDO, labour officer, environment officer, and clerk of works - dated 18/01/2023, issued by the town clerk - signed and stamped. However, the engineer did not attend the meeting held on 18/04/2023.</p> <p>Conclusion</p> <p>Site meetings were not held monthly warranting no score. The engineer's absence in the 18/04/2023 meeting, disqualifies the meeting as not fully constituted, technically.</p>	0

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>	<p>Although works are commendable as stated in 13(e), there was no evidence that the LG carried out technical supervision of works at Migina HC III (the only infrastructure project the LG had in the previous FY) at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction.</p> <p>A review of the site instruction book revealed that the book did not have adequate instructions from the technical team to confirm monthly follow up/supervision. On 17/10/2023, there was a joint supervision where the technical team visited the site (CDO, engineer, and the environmental officer) as evidence from the visitors' book.</p> <p>The monthly monitoring and supervision reports were not availed.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>The Municipal Health Officer verified and recommended payments to contractors implementing Health Projects in FY2022/23 within 10 working days after the payment request was made by contractors.</p> <p>Evidence</p> <p>Request for Payment was made by M/s Cream General & Technical Services Ltd on 10 May 2023 for the upgrade of Migina HCIII to HCIII for UGX 206,739,567. The Municipal Health Officer recommended payment on 16 May 2023 and works were certified on the same day. This payment request was recommended within 4 days after the payment request was made by the contractor.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p>	<p>There was no evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law.</p> <p>>>> Upgrade of Migina HC II to HC III; Contract amount UGX: 916,097,732/=; Contracts Committee approved the contract from Ntungamo (minutes not available on file), and Solicitor General cleared the contract on 30/11/2022, reference number: DLAS/MBR/120/2022 (available on file); Evaluation report not available on file; Contract agreement dated 9/01/2023 (available on file).</p>	0

14	Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework Maximum 2 points on this performance measure	a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0	Sheema MC had not established the Grievance Redress Mechanism at the time of this assessment.	0
15	Safeguards for service delivery: LG Health Department ensures safeguards for service delivery Maximum 5 points on this performance measure	a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0	There was evidence that the LG issued guidelines on medical waste management and followed up on the implementation of the health care waste management guidelines by HCs. This was evidenced from the dissemination list of the national health care waste management plan of 2009-2012 dated 30th September 2022	2
15	Safeguards for service delivery: LG Health Department ensures safeguards for service delivery Maximum 5 points on this performance measure	b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0	The LG had in place a functional system for Medical waste management and a local infrastructure for managing medical waste. Urban garbage collectors group manages waste in the Municipality and signed a memorandum of Understanding dated 1st August 2023. Green label services ltd also manages medical waste only at Kabwohe HC IV.	2
15	Safeguards for service delivery: LG Health Department ensures safeguards for service delivery Maximum 5 points on this performance measure	c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0	There was evidence of Health care waste management trainings were conducted. This was evidenced from the training reports below; 1. Training of health workers in medical waste management dated 16th August 2022 2. Training of health workers in medical waste segregation dated 24th March 2023 3. Training of health workers in solid waste management dated 5th June 2023.	1

16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0	There was evidence that costed ESMP was incorporated into the BoQs of the only one project implemented under health; BoQs of the upgrade of Migina HC II to HC III had a costed ESMP of UGX: 2,000,000 incorporated therein.	2
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0	There was evidence that the upgrade of Migina HC II to HC III was implemented on land where the district had proof of ownership per freehold offer under minute number SDLB/1422/20/06 (A) (1421) of 26/11/2020 dated, 20/09/2022.	2
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0.	There was evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of the one implemented health project to ascertain compliance with ESMPs; and provided monthly reports; The upgrade of Migina HC II to HC III had monthly monitoring reports dated; 24/04/2023, 25/05/2023, 15/06/2023, and 30/06/2023.	2
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments Maximum 8 points on this performance measure	d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0	There was evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices; E&S certification form for the upgrade of Migina HC II to HC III was prepared on 15/05/2023 and payment was made on 28/06/2023.	2

**Water &
Environment
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. % of rural water sources that are functional.</p> <p>If the district rural water source functionality as per the sector MIS is:</p> <ul style="list-style-type: none"> o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 	Not Applicable	0
1	<p>Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is:</p> <ul style="list-style-type: none"> o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 	Not Applicable	0
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is;</p> <ul style="list-style-type: none"> • Above 80%, score 2 • 60% - 80%, score 1 • Below 60%, score 0 	<p>The Municipal Council water is connected to the National Water and Sewerage Cooperation (NWSC) grid, therefore not applicable for this assessment.</p>	0
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>b. % of budgeted water projects implemented in the sub-counties with safe water coverage below the district average in the previous FY.</p> <ul style="list-style-type: none"> o If 100 % of water projects are implemented in the targeted S/Cs: Score 2 o If 80-99%: Score 1 o If below 80 %: Score 0 	Not Applicable	0

2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment Maximum 8 points on this performance measure	c. If variations in the contract price of sampled WSS infrastructure investments for the previous FY are within +/- 20% of engineer's estimates o If within +/-20% score 2 o If not score 0	Not Applicable	0
2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment Maximum 8 points on this performance measure	d. % of WSS infrastructure projects completed as per annual work plan by end of FY. o If 100% projects completed: score 2 o If 80-99% projects completed: score 1 o If projects completed are below 80%: 0	Not Applicable	0
3	New_Achievement of Standards: The LG has met WSS infrastructure facility standards <i>Maximum 4 points on this performance measure</i>	a. If there is an increase in the % of water supply facilities that are functioning o If there is an increase: score 2 o If no increase: score 0.	Not Applicable	0
3	New_Achievement of Standards: The LG has met WSS infrastructure facility standards <i>Maximum 4 points on this performance measure</i>	b. If there is an Increase in % of facilities with functional water & sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs). o If increase is more than 1% score 2 o If increase is between 0-1%, score 1 o If there is no increase : score 0.	Not Applicable	0

Performance Reporting and Performance Improvement

4	Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance <i>Maximum 3 points on this performance measure</i>	The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3	Not Applicable	0
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5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance <i>Maximum 7 points on this performance measure</i>	a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2	Not Applicable	0
5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance <i>Maximum 7 points on this performance measure</i>	b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0	Not Applicable	0
5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance <i>Maximum 7 points on this performance measure</i>	c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0 <i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i>	Not Applicable	0

Human Resource Management and Development

6	Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff <i>Maximum 4 points on this performance measure</i>	a. Evidence that the DWO has budgeted for the following Water & Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation & hygiene); 1 Engineering Assistant (Water) & 1 Borehole Maintenance Technician: Score 2	Not applicable as the Municipality is serviced by NWSC.	0
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6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment & Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>Not applicable as Municipality is serviced by NWSC.</p>	0
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>	<p>Not applicable as Municipality is serviced by NWSC.</p>	0
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p>	<p>Not Applicable</p>	0

Management, Monitoring and Supervision of Services.

8	<p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<ul style="list-style-type: none"> • a) Evidence that the DWO has prioritized budget allocations to sub-counties that have safe water coverage below that of the district: • • If 100 % of the budget allocation for the current FY is allocated to S/Cs below the district average coverage: Score 3 • If 80-99%: Score 2 • If 60-79: Score 1 • If below 60 %: Score 0 	<p>Not Applicable</p>	0
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8	<p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3</p>	Not Applicable	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)</p> <ul style="list-style-type: none"> • If 95% and above of the WSS facilities monitored quarterly: score 4 • If 80-94% of the WSS facilities monitored quarterly: score 2 • If less than 80% of the WSS facilities monitored quarterly: Score 0 	Not Applicable	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2</p>	Not Applicable	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	Not Applicable	0
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p> <ul style="list-style-type: none"> • If funds were allocated score 3 • If not score 0 	Not Applicable	0

10	Mobilization for WSS is conducted <i>Maximum 6 points on this performance measure</i>	b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.	Not Applicable	0
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Investment Management

11	Planning and Budgeting for Investments is conducted effectively <i>Maximum 14 points on this performance measure</i>	a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG: Score 4 or else 0	Not Applicable	0
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11	Planning and Budgeting for Investments is conducted effectively <i>Maximum 14 points on this performance measure</i>	Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDPIII) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible: Score 4 or else score 0.	The Municipal Council water is connected to the National Water and Sewerage Cooperation (NWSC) grid, therefore not applicable for this assessment.	0
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11	Planning and Budgeting for Investments is conducted effectively <i>Maximum 14 points on this performance measure</i>	c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2	Not Applicable	0
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11	Planning and Budgeting for Investments is conducted effectively <i>Maximum 14 points on this performance measure</i>	d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2	The Municipal Council water is connected to the National Water and Sewerage Cooperation (NWSC) grid, therefore not applicable for this assessment.	0
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11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2</p>	Not applicable	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else</p>	N/A	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction Score 2:</p>	N/A	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>	N/A	0

12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2	Not Applicable	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2	N/A	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	f. For the sampled contracts, there is evidence that the DWO has verified works and initiated payments of contractors within specified timeframes in the contracts o If 100 % contracts paid on time: Score 2 o If not score 0	The Municipal Council water is connected to the National Water and Sewerage Cooperation (NWSC) grid, therefore not applicable for this assessment.	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	g. Evidence that a complete procurement file for water infrastructure investments is in place for each contract with all records as required by the PPDA Law: Score 2, If not score 0	N/A	0

Environment and Social Requirements

13	Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework <i>Maximum 3 points this performance measure</i>	Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework: Score 3, If not score 0	Not applicable under municipalities and cities	0
14	Safeguards for service delivery <i>Maximum 3 points on this performance measure</i>	Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs: Score 3, If not score 0	Not applicable under municipalities and cities	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0	Not applicable under municipalities and cities	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 3, If not score 0	Not Applicable	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects: Score 2, If not score 0	The Municipal Council water is connected to the National Water and Sewerage Cooperation (NWSC) grid, therefore not applicable for this assessment.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports: Score 2, If not score 0	Not applicable under municipalities and cities	0

**Micro-scale
Irrigation
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0</p>	<p>No report or data on acreage of irrigated land under micro-scale irrigation grant beneficiaries and non-beneficiaries for two previous FYs.</p>	0
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one:</p> <ul style="list-style-type: none"> • By more than 5% score 2 • Between 1% and 4% score 1 • If no increase score 0 	<p>No data on acreage of irrigated land under micro-scale irrigation for the last two previous FYs so as to determine whether there was an increase or not.</p>	0
2	<p>N23_Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4</p>	<p>a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is:</p> <ul style="list-style-type: none"> • Above 70%, score 4 • 60% - 70%, score 2 • Below 60%, score 0 	<p>Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.</p>	0
3	<p>Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines</p> <p>Maximum score 6</p>	<p>a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0</p>	<p>Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.</p>	0

3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY <ul style="list-style-type: none"> • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0 	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	a) Evidence that the LG has recruited LLG extension workers as per staffing structure <ul style="list-style-type: none"> • If 100% score 2 • If 75 – 99% score 1 • If below 75% score 0 	The Sheema MC staff structure for the divisions did not provide for this position.	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF <ul style="list-style-type: none"> • If 100% score 2 or else score 0 	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0

4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	b) Evidence that the installed micro-scale irrigation systems during last FY are functional • If 100% are functional score 2 or else score 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
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Performance Reporting and Performance Improvement

5	Accuracy of reported information: The LG has reported accurate information Maximum score 4	a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0	The Sheema MC staff structure for the divisions did not provide for this position.	0
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5	Accuracy of reported information: The LG has reported accurate information Maximum score 4	b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
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6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
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6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
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6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	c. Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0	No quarterly reports prepared using information compiled from LLGs in the MIS since there was no information entered in MIS.	0
Maximum score 6				
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	d) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0	No Performance Improvement Plans for the lowest performing LLGs during previous FY were availed at the time of assessment.	0
Maximum score 6				
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0	There was no evidence that MLG implemented Performance Improvement Plans for the lowest performing LLGs as there were no Performance Improvement Plans developed during previous FY.	0
Maximum score 6				

Human Resource Management and Development

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines	<p>a) Evidence that the LG has:</p> <p>i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0</p>	<p>As per the Sheema MLG approved Budget estimates for production Department FY 2023/2024, there was Ugx 125,400,000/- allocated for general staff salaries. The budget incorporates two extension staffs operating in 4 divisions in addition to a Senior Agricultural Officer who sits at the District.</p> <p>This means that two LLGs did not have a single extension staff attached to, yet the guideline requires three extension staffs deployed per LLG.</p> <p>Therefore, Sheema MLG budgeted for extension workers but the budget wasn't in accordance with the staffing norm.</p>	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines	<p>ii Deployed extension workers as per guidelines score 1 or else 0</p>	<p>Sheema MLG had one Agricultural Officer and one Assistant Veterinary Officer operating in four divisions. This is contrary to the staffing guideline which requires three extension staffs per LLG.</p> <p>Therefore, the deployment of extension workers was not in accordance with the staffing guideline.</p>	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines	<p>b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0</p>	<p>The Sheema MC staff structure for the divisions did not provide for this position.</p>	0
	Maximum score 6			
	Maximum score 6			
	Maximum score 6			

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines</p> <p>Maximum score 6</p>	<p>c) Evidence that extension workers' deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board. Score 2 or else 0</p>	<p>The Sheema MC staff structure for the divisions did not provide for this position.</p>	2
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>a) Evidence that the District Production Coordinator has:</p> <p>i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0</p>	<p>The Sheema MC MoPS approved and costed staff establishment (April 2018) for the divisions did not provide for extension worker positions.</p>	0
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>a) Evidence that the District Production Coordinator has;</p> <p>Taken corrective actions: Score 1 or else 0</p>	<p>The Sheema MC MoPS approved and costed staff establishment (April 2018) for the divisions did not provide for extension worker positions. Thereofre this indicator was not applicable.</p>	0

8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>b) Evidence that:</p> <p>i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0</p>	<p>The Sheema MLG planned to train farmers on control measures of the new out break of banana disease, training on agronomic practices such as timely planting, weeding, proper use of agro-chemicals, fertilizers, etc</p> <p>As per a report on training farmers on proper use and handling of agro chemicals dated 13th October 2023, about 100 farmers received the hands-on training.</p> <p>Also according to a report dated 11th September 2023, farmers were trained on how to control banana rust thrips (a new outbreak of banana disease). The training content included; technique of identifying disease symptoms, control and preventive measures, etc.</p>	1
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>ii Evidence that training activities were documented in the training database: Score 1 or else 0</p>	<p>Farmer training activities were not documented in the training database.</p>	0

Management, Monitoring and Supervision of Services.

9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 - 75% capital development; and 25% complementary services): Score 2 or else 0</p>	<p>Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.</p>	0
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9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	<p>Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.</p>	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	<p>Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.</p>	0
9	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>	<p>Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.</p>	0
9	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0</p>	<p>Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.</p>	0
	<p>Maximum score 10</p>			

10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.) • If more than 90% of the micro-irrigation equipment monitored: Score 2 • 70-89% monitored score 1 Less than 70% score 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0	No hands on support was provided to the LLGs during implementation of complementary services, because Sheema MLG was not enrolled for micro-scale irrigation program.	0
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4	a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0

11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.	b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
	Maximum score 4			

Investment Management

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
	Maximum score 8			

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0	The Sheema MLG has not been enrolled for micro-scale irrigation program, hence not applicable.	0
	Maximum score 8			

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0	The Sheema MLG has not been enrolled for micro-scale irrigation program, hence not applicable.	0
	Maximum score 8			

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	d) For DDEG financed projects: Evidence that the LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that they have been approved by posting on the District and LLG noticeboards: Score 2 or else 0	Sheema MC is not eligible for the MSI programme and therefore is inapplicable.	0
	Maximum score 8			

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.	N/A	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	b) Evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF): Score 2 or else 0	N/A	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0	N/A	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0	N/A	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	N/A	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	f) Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	h) Evidence that the LG has overseen the irrigation equipment supplier during: i. Testing the functionality of the installed equipment: Score 1 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0	Municipal Councils do not currently implement Micro-Irrigation Projects, therefore not applicable.	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	N/A	0
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Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation program, hence LG did not display on the notice boards the details of the nature and avenues to address grievance.	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: i). Recorded score 1 or else 0 ii). Investigated score 1 or else 0 iii). Responded to score 1 or else 0 iv). Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable.	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: ii. Investigated score 1 or else 0 iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable.	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable.	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable.	0
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Environment and Social Requirements

15	Safeguards in the delivery of investments Maximum score 6	a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc. score 2 or else 0	Not applicable because Sheema MLG has not been enrolled for Micro-Scale Irrigation project, hence no dissemination of micro-scale irrigation guidelines to provide for proper siting, land access, proper use of agro-chemicals and safe disposal of chemical waste containers.	0
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15	Safeguards in the delivery of investments Maximum score 6	b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment. i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0	Not applicable.	0
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15	Safeguards in the delivery of investments Maximum score 6	ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0	Not applicable.	0
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15	Safeguards in the delivery of investments Maximum score 6	iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	Not applicable.	0
15	Safeguards in the delivery of investments Maximum score 6	iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	Not applicable.	0

**Crosscutting Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	Sheema MC does not have a substantive Principal Treasurer as provided for in the MoPS approved and costed staff establishment (2018). Natuhamya Apophia holds the position as seen in the letter of additional assignment of duties dated 10th May 2022. The Officer is substantively the Senior Finance Officer as evidenced by the letter of appointment as Senior Finance Officer dated 27th June 2022 referenced under Min. No. 99/2022. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	Sheema MC does not have a substantive Senior Planner as provided for in the MoPS approved and costed staff establishment (2018). Agume Adson holds the position on assignment of duties as seen in a letter dated 1st July 2020. The Officer is substantively the Statistician as evidenced by the letter of appointment as Statistician dated 1st May 2018 referenced under Min. No. 37/2018(b). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	Sheema MC does not have a substantive Principal Engineer – Byabashaija Achilles holds the position in acting capacity. The Officer is substantively the Superintendent of Works as evidenced by the letter of appointment as Superintendent of Works dated 26th September 2017 referenced under Min. No. 104/DSC/2017(I). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 5th July 2023.	0

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	Sheema MC does not have a substantive Senior Environment Officer. Musiime Serwano holds the position in acting capacity. The Officer is substantively the Environment Officer as evidenced by the letter of appointment as Environment Officer dated 16th November 2021 referenced under Min. No. 61/2021. At the time of assessment, the Officer was not duly appraised.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	Sheema MC as per the adjusted staff structure approved by MoPS(2018), provides for the Senior Agriculture Officer as the head of production. Sheema MC has a substantive Senior Agriculture Officer - Kagurusya Nicholas as evidenced by the letter of appointment as Senior Agriculture Officer dated 11th April 2019 referenced under Min. No. 7/2019 (c). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	f. District Community Development Officer/Principal CDO, score 3 or else 0	Sheema MC has a substantive Principal CDO - Bright John evidenced by the letter of appointment as PCDO dated 16th November 2021 referenced under Min. No. 36/2021. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	Sheema MC does not have a substantive Principal Commercial Officer. Kagurusya Nicholas holds this position as seen in the letter of additional assignment of duties dated 10th May 2022. The Officer is substantively the Senior Agriculture Officer as evidenced by the letter of appointment as Senior Agriculture Officer dated 11th April 2019 referenced under Min. No. 7/2019 (c). At the time of assessment, the Officer was not duly appraised.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. A Senior Procurement Officer /Municipal: Procurement Officer, 2 or else 0.	Sheema MC has a substantive Procurement Officer - Katusiime Mausde evidenced by the letter of appointment as PO dated 16th June 2017 referenced under Min. No. 74 (i) (7) of 2017. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	2

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	ii. Procurement Officer /Municipal Assistant Procurement Officer, score 2 or else 0	Sheema MC has a substantive Assistant Procurement Officer – Nkwatsibwe Annah evidenced by the letter of appointment as APO dated 8th May 2019 referenced under Min. No. 13/2019(e). At the time of assessment, the Officer was not duly appraised.	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. Principal Human Resource Officer, score 2 or else 0	Sheema MC has a substantive Senior Human Resource Officer as provided for in the MOPS approved and costed staff establishment structure – Ngabirano Shallon evidenced by the letter of appointment as SHRO dated 16th November 2021 referenced under Min. No. 30/2021. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	j. A Senior Environment Officer, score 2 or else 0	Sheema MC does not have a substantive Senior Environment Officer. Musiime Serwano holds the position in acting capacity. The Officer is substantively the Environment Officer as evidenced by the letter of appointment as Environment Officer dated 16th November 2021 referenced under Min. No. 61/2021. At the time of assessment, the Officer was not duly appraised.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	k. Senior Land Management Officer /Physical Planner, score 2 or else 0	Sheema MC has a substantive Physical Planner – Arinaitwe Gilbert Kansime evidenced by the letter of appointment as Senior Physical Planner 25th November 2019 referenced under Min. No. 40/2019(f) (2).At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 3rd July 2023.	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	l. A Senior Accountant, score 2 or else 0	Sheema MC does not have a substantive Senior Accountant. Acungwire Edidah holds the position in acting capacity. The Officer is substantively the accountant as evidenced by the letter of appointment dated 26th July 2018 referenced under Min. No. 40/2018 (viii). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0

1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0</p>	<p>Sheema MC does not have a substantive Senior Internal Auditor. Tuhairwe Gaudy holds the position in acting capacity. The Officer is substantively the Internal Auditor as evidenced by the letter of appointment dated 27th June 2022 referenced under Min. No. DSC 100/2022. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.</p>	0
1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0</p>	<p>The MOPS(2018) approved and costed staff establishment structure does not provide for this position as the MC utilizes the Sheema DLG District Service Commission.</p>	2

New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG

Maximum score is 15

a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).

Sheema MC Municipality has four divisions namely Kagango, Sheema Central, Kabwohe and Kashozi. The Senior Assistant Town Clerks were recruited and seconded or deployed as shown hereunder.

1. Kagango Division

Mubangizi Dennis appointed as Senior Assistant Town Clerk evidenced by the letter of appointment 4th March 2021 referenced under Min. No. 104/DSC/2017(g), posting instruction was seen dated 8th January 2020. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 28th June 2023.

2. Sheema Central Division

Ainomugisha Loyce appointed as Senior Assistant Town Clerk evidenced by the letter of appointment 27th June 2022 referenced under Min. No. DSC 97/2022 posting instruction was seen dated 8th January 2020. At the time of assessment, the Officer was not duly appraised.

3. Kabwohe Division

Natuhwera Jovairo appointed as Senior Assistant Town Clerk evidenced by the letter of appointment 18th January 2019 referenced under Min. No. 6/2018 (iv), posting instruction was seen dated 20th January 2022. At the time of assessment, the Officer was not duly appraised.

4. Kashozi Division

Arikwera Godwin, appointed as Senior Assistant Town Clerk evidenced by the letter of appointment 14th September 2023 referenced under Min. No. 150/2023, posting instruction was seen dated 15th November 2023. At the time of assessment, the Officer was not yet appraised as they were new in post.

New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG

Maximum score is 15

b. A Community Development Officer / Senior CDO in case of Town Councils, in all LLGS, score 5 or else 0.

Sheema MC Municipality has four divisions namely Kagango, Sheema Central, Kabwohe and Kashozi. The Community Development Officers as per provisions of MOPS (2018) approved and costed staff establishment were recruited and deployed as shown hereunder.

1. Kagango Division

Kyomuhendo Annah as evidenced by the letter of appointment as CDO dated 15th May 2023 referenced under Min. No.65/2023(5), posting instruction dated 22nd May 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 22nd June 2023.

2. Sheema Central Division

Namanya Immaculate, as evidenced by the letter of appointment as CDO dated 2nd January 2020 referenced under Min. No. 54/DSC/2019, posting instruction dated 31st January 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 22nd June 2023.

3. Kabwohe Division

Asiimwe Sylvia as evidenced by the letter of appointment as CDO dated 2nd January 2020 referenced under Min. No. 55/DSC/2019, posting instruction dated 31st January 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 28th June 2023.

4. Kashozi Division

Karungi Shamim as evidenced by the letter of appointment as CDO dated 15th May 2023 referenced under Min. No. 65/2023(3), posting instruction dated 22nd May 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 29th June 2023.

New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG

Maximum score is 15

c. A Senior Accounts Assistant /an Accounts Assistant in all LLGS, score 5 or else 0.

Sheema MC Municipality has four divisions namely Kagango, Sheema Central, Kabwohe and Kashozi. The Senior Accounts Assistant /an Accounts Assistant were recruited and seconded or deployed as shown hereunder.

1. Kagango Division

Mwebaze Robert appointed as Treasurer evidenced by the letter of appointment dated 26th September 2017 referenced under Min. No. 104/DSC/2017 (a) (ii), and transfer instruction dated 23rd October 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 28th June 2023.

2. Sheema Central Division

Kweshengyereza Didas was appointed as Treasurer evidenced by the letter of appointment dated 26th September 2017 referenced under Min. No. 104/DSC/2017 (a) (i), and transfer instruction dated 23rd October 2023. At the time of assessment, the Officer was not duly appraised.

3. Kabwohe Division

Mushabe Yusuf, appointed as Senior Assistant Accountant evidenced by the letter of appointment dated 26th July 2018 referenced under Min. No. 40/2018 (vi), and transfer instruction dated 23rd October 2023. At the time of assessment, the Officer was not duly appraised.

4. Kashozi Division

Bainomugisha Richard appointed as Treasurer evidenced by the letter of appointment dated 26th September 2017 referenced under Min. No. 104/DSC/2017 (a) (iii), and transfer instruction dated 23rd October 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 28th June 2023.

Environment and Social Requirements

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	A review of Draft Financial Statements for FY2022/23 revealed that the Municipal Council released only 97% of funds allocated to the Department of Natural Resources for FY2022/23	0
Maximum score is 4	a. Natural Resources department, score 2 or else 0	Evidence Submission of Financial Statements for Financial Year 2022/2023 dated 29 August 2023. Received by the Office of the Auditor General on 31 October 2023.	Amount Warranted for FY2022/23 was UGX 229,191,223 Revised Budget Amount for FY2022/23 was UGX 235,391,223	
		Calculation Amount Warranted/Revised Budget*100= $229,191,223/235,391,223*100= 97.4\%$		
3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	A review of Draft Financial Statements for FY2022/23 revealed that the Municipal Council released only 99% of funds allocated to the Department of Community Based Services for FY2022/23.	0
Maximum score is 4	b. Community Based Services department. score 2 or else 0.	Evidence Amount Warranted for FY2022/23 was UGX 86,605,929 Revised Budget Amount for FY2022/23 was UGX 11,844,879+75,747,996= UGX 87,592,875	Calculation Amount Warranted/Revised Budget*100= $86,605,929/87,592,875*100= 98.9\%$	
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	a. If the LG has carried out Environmental, Social and Climate Change screening, score 4 or else 0	There was evidence that the MC carried out Environmental, Social, and Climate Change screening for DDEG-funded projects for the previous FY; The establishment of a market at Itendero was screened on 20/04/2022 with a costed ESMP of UGX: 7,026,000 dated 25/04/2022. Supply and installation of street lights in the CBD was screened on 12/04/2022 with a costed ESMP of UGX: 7,026,000 dated 25/04/2022.	4
Maximum score is 12				

4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works. Maximum score is 12	b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG), score 4 or 0	The projects implemented under DDEG did not qualify to undergo an ESIA upon being screened for environmental and social safeguards; The establishment of a market at Itendero was screened on 20/04/2022. Supply and installation of street lights in the CBD was screened on 12/04/2022.	4
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4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works. Maximum score is 12	c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);; score 4 or 0	There was evidence that Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG) were prepared; The establishment of a market at Itendero was screened on 20/04/2022 with a costed ESMP of UGX: 7,026,000 dated 25/04/2022. Supply and installation of street lights in the CBD was screened on 12/04/2022 with a costed ESMP of UGX: 7,026,000 dated 25/04/2022.	4
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Financial management and reporting

5	Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY. Maximum score is 10	If a LG has a clean audit opinion, score 10; If a LG has a qualified audit opinion, score 5 If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0	The list of LG audit opinions for FY 2022/23 released by OAG confirms that the Municipal Council's financial statements for FY 2022/23 was unqualified.	10
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6	<p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p>	<p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p>	<p>The Municipal Council provided evidence that information to the PS/ST on the status of implementation of recommendations in the Internal Auditor General's Report for FY2021/22 was submitted before 28 February 2023. However, no evidence was adduced to confirm when the responses were made to the PS/ST on actions taken arising from the recommendations in the Auditor General's Report FY2021/22.</p>	0
	<p>maximum score is 10</p>	<p>score 10 or else 0.</p>	<p>Evidence VIDE: SMC/CR/252/4/1: Responses to the Issues raised in the Internal Auditor General's Report for the year Ended June 2022. Received by MoFPED on 06 January 2023.</p>	
7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p>	<p>The Municipal Council submitted its Annual Performance Contract for FY2023/24 to the PS/ST before 31 August 2023. However, the list of Performance Contract Submissions provided by MoFPED revealed that it was not yet endorsed by the PS/ST.</p>	0
		<p>score 4 or else 0.</p>	<p>Evidence VIDE: SMC/CR/213/1: Submission of Final Performance Contract Form B for 2023/24 FY for Sheema Municipal Council VOTE 730 dated 30 August 2023. Received by MoFPED Registry 31 August 2023. Not yet endorsed.</p>	
8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p>	<p>The Municipal Council submitted the Annual Performance Report for FY2022/23 to MoFPED before 31 August 2023.</p>	4
		<p>score 4 or else 0.</p>	<p>Evidence VIDE: SMC/CR/213/2: Submission of Quarter Four Performance Progress Report for 2022/23 FY for Sheema Municipal Council VOTE 730 submitted to MoFPED on 7 August 2023.</p>	

Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year

Maximum score is 4

If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,

score 4 or else 0.

The Municipal Council submitted all Quarterly Budget Performance Reports (QBPR) for FY2022/23 to MoFPED before 31 August 2023.

Evidence

Q1 BPR FY2022/23 was submitted on 16 December 2022

Q2 BPR FY2022/23 was submitted on 22 February 2023

Q3 BPR FY2022/23 was submitted on 28 April 2023

Q4 BPR FY2022/23 was submitted on 7 August 2023

**Education Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office.	a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0	Sheema MC has a substantive Principal Education Officer – Tushemereirwe Zipporah as evidenced by the letter of appointment as Principal Education Officer 29th January 2021 referenced under Min. No. 07/2021(a). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	30
	<i>The Maximum Score of 70</i>			
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office.	b) All District/Municipal Inspector of Schools, score 40 or else 0.	Sheema MC has only one provision for Inspector of Schools on its approved structure namely Senior Inspector of Schools as shown hereunder. Mwebembezi Johnie Kishate evidenced by the letter of appointment as Senior Inspector of Schools dated 2nd January 2020 referenced under Min. No. 46/DSC/2019. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	40
	<i>The Maximum Score of 70</i>			
Environment and Social Requirements				
2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There was evidence Environmental, Social, and Climate Change screening was carried out for projects under education; Completion of 2 classroom block at Migina primary school was screened on 08/04/2022 with costed ESMP of UGX; 6,726,000 dated 25/04/2022. Completion of 2 classroom block at Rwembugu primary school was screened on 22/04/2022 with a costed ESMP of UGX: 7,026,000 dated 25/04/2022. Construction of a stance VIP latrine at Kabwohe primary school was screened on 22/04/2022 with a costed ESMP of UGX: 250,000 dated 25/04/2022.	15
	<i>The Maximum score is 30</i>			

2

Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)

If the LG carried out:
b. Social Impact Assessments (ESIAs) ,
score 15 or else 0.

The projects under Education did not qualify to undergo an Environment and Impact Assessment upon being screened;

Completion of 2 classroom block at Migina primary school was screened on 08/04/2022.

Completion of 2 classroom block at Rwembugu primary school was screened on 22/04/202.

Construction of a stance VIP latrine at Kabwohe primary school was screened on 22/04/2022.

The Maximum score is 30

**Health Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	c. Assistant District Health Officer Environmental Health, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	e. Senior Health Educator, score 10 or else 0.		

1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	f. Biostatistician, score 10 or 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	g. District Cold Chain Technician, score 10 or else 0.		
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. <i>Applicable to MCs only.</i> <i>Maximum score is 70</i>	h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.	Sheema MC does not have a substantive Principal Medical Officer. Lubega Sarah holds the position on assignment of duty as Municipal Health Officer dated 1st July 2022. The Officer is substantively Senior Nursing Officer as evidenced by the letter of appointment as SNO dated 14th August 2023 referenced under Min. No. 119/2023. At the time of assessment, the Officer was not duly appraised.	0
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. <i>Applicable to MCs only.</i> <i>Maximum score is 70</i>	i. Principal Health Inspector, score 20 or else 0.	Sheema MC has a substantive Principal Health Inspector – Karungi Hilda evidenced by the letter of appointment as Principal Health Inspector dated 27th June 2022 referenced under Min. No. DSC 98/2022. At the time of assessment, the Officer was not duly appraised.	20
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. <i>Applicable to MCs only.</i> <i>Maximum score is 70</i>	j. Health Educator, score 20 or else 0	Sheema MC does not have a substantive appointee as the Department is staffed with only two personnel out of six as provided for in the staff structure.	0

Environment and Social Requirements

2	Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There was evidence that Environmental, Social, and Climate Change screening was carried out for the one project implemented under health; The upgrade of Migina HC II to HC III was screened on 18/04/2022 with a costed ESMP of UGX: 48,146,000 dated 18/04/2022.	15
	Maximum score is 30			
2	Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	b. Social Impact Assessments (ESIAs) , score 15 or else 0.	The upgrade of Migina HC II to HC III did not qualify to undergo an ESIA upon being screened; The upgrade of Migina HC II to HC III was screened on 18/04/2022 with a costed ESMP of UGX: 48,146,000 dated 18/04/2022.	15
	Maximum score is 30			

**Micro-scale Irrigation Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District Production Office responsible for Micro-Scale Irrigation <i>Maximum score is 70</i>	If the LG has recruited; a. the Senior Agriculture Engineer <i>score 70 or else 0.</i>	The Sheema MC staff structure did not provide for this position.	0
Environment and Social Requirements				
2	New_Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed. <i>Maximum score is 30</i>	If the LG: Carried out Environmental, Social and Climate Change screening score 30 or else 0.	Not applicable	0

**Water & Environment Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	a. 1 Civil Engineer (Water), score 15 or else 0.	Not applicable as Municipality is serviced by NWSC.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	Not applicable as Municipality is serviced by NWSC.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	Not applicable as Municipality is serviced by NWSC.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	d. 1 Natural Resources Officer, score 15 or else 0.	Not applicable as Municipality is serviced by NWSC.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	e. 1 Environment Officer, score 10 or else 0.	Not applicable as Municipality is serviced by NWSC.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	f. Forestry Officer, score 10 or else 0.	Not applicable as Municipality is serviced by NWSC.	0
Environment and Social Requirements				
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG: a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	Not applicable under municipalities and cities.	0

2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	Not applicable under municipalities and cities.	0
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	c. Ensured that the LG got abstraction permits for all piped water systems issued by DWRM, score 10 or else 0.	Not applicable under municipalities and cities.	0